

2018 State Election

Your vote will help shape Victoria



Election Official Manual

State of Victoria (Victorian Electoral Commission)
August 2018

Version 1.0



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FROM THE ELECTORAL COMMISSIONER



On Saturday 24 November 2018, approximately 4.2 million Victorians will elect the new members for the State Parliament. Victorians will be electing the two Houses of the Parliament, the Legislative Assembly (Lower House) and the Legislative Council (Upper House).

There are 88 members of the Legislative Assembly and each member represents one electoral District. There are 40 members of the Legislative Council and five members are elected to represent each of Victoria's eight Regions.

Election officials are the front line representatives of the Victorian Electoral Commission (VEC) and play a pivotal role in the delivery of fair and impartial elections in Victoria. With that comes responsibility. In your work for the VEC you must be accurate, conform to processes, follow instructions, and be prepared for close public scrutiny. Further, the VEC is strongly committed to providing access to electoral services for all members of our diverse community and it is important you aim to provide every elector with service that exceeds their expectations.

You are an integral part of a large, state-wide team established across Victoria and I thank you for agreeing to undertake this important role.

WARWICK GATELY AM

ELECTORAL COMMISSIONER

THE VICTORIAN ELECTORAL COMMISSION

Our Vision	All Victorians actively participating in their democracy.
Our Values	Independence: acting with impartiality and integrity Accountability: transparent reporting and effective stewardship of resources Innovation: shaping our future through creativity and leadership Respect: consideration of self, others and the environment Collaboration: working as a team with partners and communities
Our Purpose	To deliver high quality, accessible electoral services with innovation, integrity and independence.

ABOUT THIS MANUAL

This manual is for the use of voting centre staff at the 2018 Victorian State election and forms an essential part of your training. Please familiarise yourself with the entire manual and make sure that you have thoroughly read those parts that apply (as listed below) to your role in the election.

READ THE MANUAL

Role in election	Relevant parts	Relevant appendices
Voting Centre Manager	All	All
Assistant Voting Centre Manager	All	All
Declaration Issuing Officer	Parts 1, 2, 4 and 5	1-4 and 6
Election Official	Parts 1, 2, 3 and 5	1-4 and 6-8
Support Officer	Parts 1, 2 and 3	1, 2 and 6
Count Support Officer	Part 5	2 and 6-8
Election Liaison Officer	All	All

TABLE OF CONTENTS

ABOUT THIS MANUAL	I
READ THE MANUAL	III
PART 1: YOU, THE ELECTION OFFICIAL	2
ROLES AND RESPONSIBILITIES	2
PREPARING FOR ELECTION DAY	2
ON ELECTION DAY	3
PART 2: ELECTION DAY INFORMATION FOR ALL OFFICIALS	6
TYPES OF VOTE	6
TYPES OF VOTING CENTRES	6
ELECTORAL ROLL PRODUCTS	6
PEOPLE IN AND AROUND THE VOTING CENTRE	7
ACTIVITY AND BEHAVIOUR OUTSIDE VOTING CENTRES	9
GENERAL VOTING CENTRE INFORMATION	11
MANAGING MOVEMENT OF ELECTORS	13
ELECTORS NEEDING ASSISTANCE	13
PART 3: ORDINARY ISSUING OFFICERS	19
GETTING STARTED ON ELECTION DAY	19
ISSUING AN ORDINARY VOTE	21
DEALING WITH WORKFLOW VARIATIONS	22
MANAGING BALLOT PAPERS	24
ELECTORS REQUIRING ASSISTANCE	26
PART 4: DECLARATION ISSUING OFFICERS	29
WHAT ARE DECLARATION VOTES?	29
WHO DEALS WITH DECLARATION ELECTORS?	29
ELECTORAL ROLL PRODUCTS USED BY DECLARATION ISSUING OFFICERS	30
GETTING STARTED ON ELECTION DAY	30
DETERMINING TYPE OF DECLARATION VOTE REQUIRED	33
ABSENT VOTES	34
PROVISIONAL VOTES	40
MARKED-AS-VOTED ELECTORS	44
DEALING WITH WORKFLOW VARIATIONS	46
MANAGING MATERIALS DURING THE DAY	48
PRIOR TO CLOSE OF VOTING	50
PART 5: SCRUTINY AND COUNT	57
FIRST PREFERENCE DISTRICT COUNT	57
TWO-CANDIDATE-PREFERRED COUNT	60
FIRST PREFERENCE REGION COUNT	63
APPENDIX 1: JOINT VOTING CENTRES	67
APPENDIX 2: ELECTION OFFICIALS ROLES AND DUTIES	68

APPENDIX 3: FORMS.....	72
APPENDIX 4: QUEUE MANAGEMENT	78
APPENDIX 5: USING THE TELEPHONE INTERPRETING SERVICE	80
APPENDIX 6: EMERGENCY MANAGEMENT AND OCCUPATIONAL HEALTH AND SAFETY.....	81
APPENDIX 7: FORMALITY OF BALLOT PAPERS.....	87

PART 1: YOU, THE ELECTION OFFICIAL

ROLES AND RESPONSIBILITIES

PREPARING FOR ELECTION DAY

ON ELECTION DAY

PART 1: YOU, THE ELECTION OFFICIAL

ROLES AND RESPONSIBILITIES ---

The role and responsibilities of the election official are to carry out all duties in an efficient, impartial and professional manner, according to the procedures set out in this manual.

Election official role

All election officials are required to:

- Read the manual sent to you.
- Complete online training.
- Assist with the set-up of the voting centre between 7.30 am and 8.00 am on election day.
- Perform duties as outlined in your duty statement.
- Answer general questions from electors.
- Deal with all electors in a fair, friendly and helpful manner.
- Appropriately assist any electors who have additional needs.
- Keep the voting centre tidy.
- Count votes, as directed.
- Package ballot papers and materials for return to the election office.
- Remain in the voting centre until all duties are completed.
- Wear election official vest whilst on duty.
- Other duties, as directed.

PREPARING FOR ELECTION DAY ---

Before election day ensure you have undertaken the following, as relevant to your role.

- Read your manual before you complete the online training module.
- Refer to the manual while completing the online training.
- Bring the manual to your training session if you are a Voting Centre Manager, Assistant Voting Centre Manager, Declaration Issuing Officer or Election Liaison Officer.

If you are unsure of any of the procedures in this manual, or if you have any questions, contact the Election Manager (before election day) or your Voting Centre Manager on election day.

The election day experience for you, your voting centre team and the electors will be a positive one if all staff arrive prepared.

Significant penalties apply to any wilful or negligent actions.

Following this manual provides protection for election officials in this regard.

All election officials must adhere to the VEC Code of Conduct outlined in their Duty Statement.

ON ELECTION DAY

Keep this manual with you throughout the day, and refer to it as required.

The first two hours of election day are likely to be the busiest. You will be assisting electors from 8.00 am, so make sure you have done enough reading and preparation to feel confident when undertaking the duties assigned to you.

In particular, have the questions to ask electors and the scripts for explaining how to complete their ballot papers where you can easily reference them (see page 24).

When to arrive

- Voting Centre Managers and Assistant Voting Centre Managers will arrive at the voting centre at 7.00 am.
- All other election officials must arrive no later than 7.30 am.

The voting centre must be opened and ready to process votes from 8.00 am exactly on election day. It is therefore essential that all election officials are prepared, with any work station requirements set up, and ready to receive electors at 8.00 am.

What to bring

- This manual.
- Your *Appointment Form*, which is your authorisation to carry out your duties as an election official.
- Adequate food and drink for the length of the day, which could stretch late into the evening.
- Reading glasses, if you use them.

Your personal property is your responsibility; ensure it is safe and secure at all times. Securely store and either switch off or switch to silent your mobile phone and do not use it while working.

Comfort and safety

- Dress in comfortable clothing to a standard no less than neat casual.
- You may be stationed at one position for a long time, so you might like to take a cushion or rug for your comfort.
- A hat and sunscreen will be provided for any election official who is stationed outside the voting centre on election day.

Expectations of election officials

- You may only leave the voting centre during the day with the Voting Centre Manager's approval.
- Treat everyone with courtesy and respect.
- No election official should leave the building until all counting has been completed and the voting centre has been left in a tidy condition.

Your Voting Centre Manager will dismiss you on completion of all tasks.

PART 2: ELECTION DAY INFORMATION FOR ALL OFFICIALS

TYPES OF VOTE

TYPES OF VOTING CENTRES

ELECTORAL ROLL PRODUCTS

PEOPLE IN AND AROUND THE VOTING CENTRE

ACTIVITY AND BEHAVIOUR OUTSIDE VOTING CENTRES

GENERAL VOTING CENTRE INFORMATION

MANAGING MOVEMENT OF ELECTORS

ELECTORS NEEDING ASSISTANCE

PART 2: ELECTION DAY INFORMATION FOR ALL OFFICIALS

Within the voting centre staff are engaged across a number of activities, with the team working together to ensure every eligible elector is given a vote – and the correct type of vote.

TYPES OF VOTE

The two main types of vote are:

1. **Ordinary:** For electors who are enrolled and voting within their own District.
2. **Declaration:** For other categories of electors.

The vast majority of electors who come to the voting centre will cast an ordinary vote.

Never turn an elector away. In this manual there are procedures for assisting every elector.

TYPES OF VOTING CENTRES

Single District Voting Centres

The majority of voting centres will be single District voting centres, with one or more ordinary issuing tables for electors casting a vote in their home district, and at least one declaration issuing point for electors outside their district, or for electors not found on the roll, or found as already marked as voted.

Joint Voting Centres

Joint voting centres may be established on, or close to, a boundary between two or more Districts. In this election approximately 100 voting centres will be appointed as joint voting centres. The host District is the one where the voting centre is located. Each District in the joint voting centre operates independently for ordinary voting, but a single area is shared for issuing declaration ballot papers and will be established by the 'host' district. See *Appendix 1: Joint voting centres*, for more detailed information.

ELECTORAL ROLL PRODUCTS

The following roll products will be used at voting centres on election day:

- **Scannable rolls.** These will be used at ordinary issuing points to mark electors' names off the roll.
- **Electronic roll mark-off (laptops).** These are electronic rolls on laptops available to some voting centres for use at declaration issuing points. They are used to formally mark electors' names off the roll. If you will be working at a voting centre with electronic roll mark-off you must make sure you have watched the video on using electronic mark-off rolls on VECeLearn.

- **Electronic roll look-up (tablets).** These are electronic rolls on tablets available at all voting centres for the purposes of looking up roll details only. They cannot be used to formally mark an elector off the roll. All voting centres will have electronic roll look-up available so you must make sure you have watched the video on using roll look-up tablets on VECeLearn.
- **Reference rolls.** These are printed rolls that can be used for reference purposes only. They cannot be used to mark electors as voted.
- **List of Streets, Victoria.** This document lists all streets in Victoria along with the District and Region the street is located within. It is used at declaration issuing points.

PEOPLE IN AND AROUND THE VOTING CENTRE

Election officials

An election official is any person holding a position described in *Appendix 2: Election officials roles and duties* for the current election and assigned to your voting centre.

Electors

Electors can be from the District your voting centre is located in, or from other Districts across Victoria. See sections 'Managing movement of electors' and 'Electors needing assistance' later in this chapter for more information about working with electors.

Scrutineers

Scrutineers are appointed by candidates to observe voting and the counting of votes. Candidates may appoint one scrutineer for each issuing point on election day, and one for each official engaged at the count.

Scrutineers are an important part of the election process and voting centre staff should be courteous and professional in their interactions with them.

Upon arrival, scrutineers will sign their *Application of Scrutineer P380* form in front of the Voting Centre Manager who will then issue a scrutineer ID badge.

Scrutineers must wear the ID badge and, if provided, a vest when they are inside the voting centre.

Direct all enquiries from scrutineers to the Voting Centre Manager.

Scrutineers may:

- enter and leave the voting centre at any time during voting (their place may be taken by another appointed scrutineer)
- object to the entitlement of a person to vote, (the Voting Centre Manager records the objection and reports the details to the Election Manager; if the person is entitled, they are permitted to vote)
- observe all voting procedures, but not accompany electors to voting compartments **except:**

- to witness an election official marking ballot papers on behalf of a person requiring assistance
- when they are nominated by a person requiring assistance to complete their ballot papers.

Scrutineers must not:

- touch ballot papers (other than when asked to do so by an elector) or handle any election material in the voting centre
- obstruct election officials conducting the count
- obstruct, or attempt to influence, any elector
- disclose any knowledge about the vote of any person
- wear a badge or emblem of a candidate within the centre, including within the 6 metre radius from the designated entrance to the voting centre
- clear voting compartments or remove material from the voting centre
- deliberately show or leave in the voting centre any how-to-vote card or similar direction about how electors should vote
- delay proceedings, except where it is necessary in the performance of their duties.

Party and candidate workers

Party and candidate workers are people who assist candidates, or other interested parties by handing out registered how-to-vote cards outside the voting centre. It is expected that there will be a spirit of cooperation between party and candidate workers outside the voting centre. Likewise it is expected that members of the public treat party and candidate workers with respect as they go about their duty. It is an offence if any person submits anyone supporting a candidate to violence or intimidation. Voting Centre Managers may be required to call the police to attend the voting centre should this occur.

Party and candidate workers may only enter a voting centre:

- to cast their vote
- if nominated by an elector who needs assistance to vote.

If a party/candidate worker moves inside the 6 metre (or other defined distance) exclusion zone from the *Designated Entrance* to the voting centre (see section 'Six metre exclusion zone' further down) all badges and emblems of any candidates **must** be removed. Party and candidate workers must not:

- enter the voting centre to retrieve how-to-vote cards
- canvass within 6 metres (or other defined distance) of the entrance to a voting centre, as designated by the *Designated Entrance to Voting Centre (P453)*.

Note, the 6 metre exclusion zone can be redefined by the Voting Centre Manager (see section 'Six metre exclusion zone' further down).

Candidates

Candidates may liaise with their party/candidate workers and electors outside the voting centre. Candidates are not permitted to:

- be a scrutineer
- enter a voting centre, except to record their vote.

Photographer or camera crew

Photographers or camera crews may be admitted to the voting centre by the Voting Centre Manager provided they do not:

- take photographs of electors actually recording their vote, or reveal how a person has voted
- hinder or inconvenience staff or electors
- cause undue delays to electors.

ACTIVITY AND BEHAVIOUR OUTSIDE VOTING CENTRES

Victorian State law sets out clear requirements regarding the behaviour of party and candidate workers outside voting centres. The law refers to formally '*Designated Entrances*' to voting centres, and it is therefore critical that Voting Centre Managers clearly identify a single designated entrance to their voting centre using the *Designated Entrance to Voting Centre (P453)* sign. Restricted activities refer to a **6 metre exclusion zone** and a **100 metre restricted zone**, each measured from the Designated Entrance to the voting centre. Requirements of the 6 metre and 100 metre zones are described in detail below. Contravention of the law is an offence, and it is therefore essential that election officials tasked with monitoring the zones understand the restrictions that apply.

In order to ensure there is no confusion regarding entrances, Voting Centre Managers may also affix signage to other entrances to the voting centre noting that they are **not** considered '*Designated Entrances*' in respect to the legislation.

Six-metre exclusion zone

Within 6 metres of the Designated Entrance to the voting centre a person is not allowed to: canvass for votes; solicit the vote of any elector; induce any elector not to vote; or display any unofficial electoral notice.

The Voting Centre Manager must ensure that the 6 metre exclusion zone is clearly identified. Alternatively the Voting Centre Manager may, in certain circumstances, determine a distance less than 6 metres applies to the voting centre. Any such decision will be made in consultation with the Election Manager and, where agreed, the Voting Centre Manager will affix a notice to the Designated Entrance declaring the distance that applies and the reason the distance has been reduced.

100-metre restricted zone

During the hours of voting a candidate or registered political party may display up to two notices or signs not exceeding 600 mm x 900 mm within 100 metres of the Designated Entrance to the voting centre. No other notices or signs in relation to the election other than official notices may be displayed in this area at this time.

Election officials responsible for monitoring the 100 metre zone need to be aware of the following potential situations:

- **Candidate campaign office/location** – It is possible that a candidate campaign office or other location controlled by the candidate/party may fall within 100 metres of the Designated Entrance of a voting centre. In this case any signage displayed at the candidate/party location is subject to the requirements regarding notices or signs not exceeding 600 mm x 900 mm within 100 metres of the Designated Entrance of the voting centre.
- **Private property** – It is likely that private residences will fall within 100 metres of the Designated Entrance of the voting centre. Signage displayed in a private residence is not subject to the 100 metre requirements regarding display of signage within 100 metres of a Designated Entrance.

Action by the Voting Centre Manager may be required where a potential breach of the 6 metre or 100 metre rules occurs.

Monitoring the 6 metre and 100 zones

The Election Liaison Officer, Voting Centre Manager, Voting Centre Liaison Officer and/or their delegate are required to monitor the 6 metre and 100 metre zones.

Should any signs be discovered that contravene the requirements of the 100 metre zone the person(s) responsible will be asked to remove the sign. If they refuse or it is not clear who the sign belongs to, the Voting Centre Manager and/or their delegate may remove the sign.

If a candidate or party worker does not accept direction to comply with the law, or prevents a sign from being reasonably removed, inform them that penalties apply for persons contravening the law and ensure the Voting Centre Manager is aware of the situation. If a person continues to contravene the law the police may be called to respond to the situation.

Distribution of how-to-vote cards (HTVCs)

On election day, only registered HTVCs may be distributed within a 400 metre radius of a voting centre. The Election Manager is not required to initiate an inspection to see if cards being distributed are registered.

The first response to any unusual situation or complaint regarding HTVCs is for the Voting Centre Manager or Election Liaison Officer to contact the Election Manager immediately. The Election Manager will provide advice on how to proceed, to be actioned by the Voting Centre Manager or Election Liaison Officer.

Problem behaviour outside voting centres

A spirit of cooperation is requested from all workers outside voting centres with an equal entitlement to convey their message. Party workers, candidate helpers and candidates are all given instruction that they must not impede or intimidate people moving in and out of the venue.

Except for instances where the Voting Centre Manager is responding to a complaint regarding the placement of notices and signs within 100 metres of the designated entrance to the voting centre, they will not arbitrate on disputes outside any venue between party/candidate workers.

In such cases, Voting Centre Managers will request cooperation from all parties in the first instance, but if unsuccessful, the matter will be escalated to the relevant party/candidate administration to resolve, or if necessary, to the Police.

GENERAL VOTING CENTRE INFORMATION

In an emergency

Voting Centre Managers and election officials **must** read and understand the emergency management information outlined in *Appendix 6: Emergency management and occupational health and safety*.

If an injury occurs on election day

If an elector or election official is injured inside or outside of the voting centre, it must be reported to the Voting Centre Manager as soon as possible; any necessary emergency procedure must be enacted; and a control measure should be put in to place to prevent a reoccurrence.

All incidents or accidents that have been reported must be investigated by the Voting Centre Manager as soon as possible after the occurrence. The Voting Centre Manager must work with the affected person to complete an *Incident Notification Form*.

Please contact your Voting Centre Manager for assistance or further information.

Discarded ballot papers

Ballot papers are sometimes discarded in the voting centre or placed in a rubbish bin. In line with OH&S requirements, under no circumstances are election officials permitted to go through bins to find discarded ballot papers. If discarded papers are found elsewhere in the voting centre, regardless of whether these papers have been marked or not, they **must not** be put into a ballot box but should be given to the Voting Centre Manager.

The Voting Centre Manager will write 'DISCARDED' on the **back** of the ballot paper; and

- in the case of own District ballot papers, place them in the envelope *Discarded Ballot Papers District & Region P943* (in the case of own District ballot papers); or
- in the case of discarded ballot papers for other Districts, arrange for a Declaration Issuing Officer to record them on the *P442*.

Exit polling

The Election Manager may notify the Voting Centre Manager that an organisation will be conducting exit polling at your voting centre. Electoral law in Victoria applies the same rules to exit polling as it does to electoral material within 6 metres of the Designated Entrance to the voting centre.

Public access to facilities at the voting centre

The VEC does not own the buildings used as voting centres and in some cases, the building administration places restrictions on who may access facilities, such as toilets or kitchens. Sometimes, for security purposes, building administrators insist that anyone who is not an election official must be accompanied by VEC personnel if they use the facilities. This is not always possible during peak voting periods, as the facilities might be some distance away from the room being used for voting. VEC officials are encouraged to develop a cooperative relationship with scrutineers and party workers to enable access to facilities where possible.

Elector Information Report

The *Elector Information Report P1081* is used to record any advice provided by or about electors such as:

- reason for not voting (elector is interstate or overseas; ill or confined)
- voter is deceased.

It can also be used to note discrepancies on the roll such as misspelling of names, or a name appearing on the roll twice.

It's important to note that *Elector Information Report P1081* cannot be used to make any changes to the roll, rather it is a way of notifying the VEC about issues relating to the roll and electors' capacity to be marked off. This information will assist the VEC to resolve these issues. **Do not use this form if the elector has changed their name or address.** For changes of name or address, advise the elector to update their enrolment at vec.vic.gov.au, or provide them with an *Application for Electoral Enrolment* form if requested.

When completing the form be sure to write legibly and complete all the information. An example of the *P1081* is shown in *Appendix 3: Forms*.

Group voting tickets

The Voting Centre Manager has been provided with booklets of group voting tickets for each Region and with posters entitled *Voting Above-the-Line for the Region*. These posters must be prominently displayed in the voting centre. Refer electors who wish to see the group voting tickets to the Voting Centre Manager.

Reuse of how-to-vote cards

A label will be provided to encourage the reuse of how-to-vote cards. This should be displayed in a prominent place near the voting centre exit (this will be included in the package Labels 05).

Voting compartments

During the day voting compartments should be checked to ensure that they are clear of how-to-vote cards and any other material.

Pencils in each compartment should also be checked frequently, and sharpened when necessary.

Use of mobile phones

Mobile phone use for personal matters is restricted to breaks and must be away from the issuing or counting area. Staff must either turn off or switch mobile phones to silent during work hours. Please discuss any special circumstances that require variation from this, with the Voting Centre Manager.

MANAGING MOVEMENT OF ELECTORS

Managing the elector queue

The elector queue is managed by Queue Controllers, with additional assistance from the Voting Centre Liaison Officer (where appointed). Detailed instructions for queue management are set out in *Appendix 4: Queue management*.

Moving electors between issuing points

When an elector needs to move between issuing points, such as from an Ordinary Issuing Officer to a Declaration Issuing Officer or vice versa, the original Issuing Officer should, if possible, take them to the new issuing point. This ensures:

- elector's details are transferred correctly
- elector only queues once.

Secure your ballot papers and other material before accompanying an elector to another point.

If issuing officers are unable to escort electors (i.e. during periods of peak activity) they must clearly direct them to the relevant officer or ask another staff member to assist.

ELECTORS NEEDING ASSISTANCE

On election day you will deal with a broad cross-section of the adult population in all its diversity. All people should be treated equally and with respect. There will be occasions where you have to alter your work flow to accommodate some electors, this may be inside and outside of the voting centre.

People may experience difficulties with:

- hearing
- vision
- physical movement or coordination
- mental health
- intellectual and learning disabilities

- communication.

Tips to help ensure everyone has a positive experience at your voting centre

- Treat all people equally and respectfully
- Ask a person if they would like assistance, but don't assume it will be needed
- When providing information, including directions, be clear and concise. Don't point or use words such as 'over there'
- Face the person, use everyday speech and speak clearly, at the speed and level of voice you use normally
- Adjust your content if the person seems to have difficulty understanding you
- If unsure about the best way to communicate, ask the person
- Bring to the front of the queue anyone on a walking frame, crutches, or who appears to be having difficulty standing (if required, provide a chair to allow them to rest along the way)
- Speak directly to the person, even if they are being assisted/accompanied by someone else
- When interacting with a person with a disability, be sure to follow the guidance above and also note the following:
 - Focus on the person first, and only refer to their disability if they raise it
 - Give the person time to answer you – this could be up to 10-20 seconds – be patient and don't attempt to guess their response
 - Give the person personal space, for their comfort and your safety, in the event they try to flee in a panicked state
 - Make sure you avoid terms that imply that people with disabilities are special, patient, courageous, superhuman or brave
 - Don't talk down to people with disabilities – it's patronising
 - If you can't understand what a person is saying, ask the person to repeat or rephrase, or offer a pen and paper. It's perfectly OK to ask a few times
 - It's impolite to ask personal questions about a person's disability.
- If a person has obvious vision difficulties (e.g. has a guide dog):
 - explain what you are doing, e.g. after asking their name, explain you are searching the roll and will be just a minute
 - offer assistance and ask if they need a guide to help them to the voting screen
 - ask if they would like to take your arm, or are okay just to follow. If they want to take your arm, guide them to take your elbow. Let them know which side you are offering.

Materials and services to assist electors

All voting centres will have:

- pictorial signage to encourage people to seek assistance
- a lower or table-top voting compartment, so people in wheelchairs, or those who need to sit down, can vote in private
- seating for those unable to stand
- maxi pencils
- magnifying sheets
- how-to-vote signage for culturally and linguistically diverse electors
- stickers identifying staff members who speak a second language
- multi-language voting instructions.

Electors needing help to fill out ballot papers

If an elector requires assistance to vote they may appoint a person to assist them. This person may accompany them to the voting compartment and mark the ballot papers as indicated by the voter. If you are asked to help, you should mark the ballot papers in accordance with the elector's instructions (which may be in a written statement), fold, and deposit the ballot papers in the ballot box in the presence of a scrutineer, another staff member, or some other person nominated by the elector.

Voter's Voice

An elector may present at an issuing point using the *Voters Voice* app as a means of communicating with you. The app allows electors with complex communication difficulties to pre-enter their name and address details using a communication board. The elector may also prepare other responses to assist them when voting. When the elector is asked their name and address details they may use the app for their response.

The elector may also use the electronic communication board to respond to your questions. These electors should be treated the same as other electors, the difference being they are using an app to assist them during the voting process.

Braille ballot material

Some electors may have requested **Braille ballot material** from the VEC prior to election day. This material is not available on election day.

Multi-language assistance for communicating with electors

Staff who can speak languages other than English will wear a sticker corresponding to their language(s) issued by the Voting Centre Manager. This makes them easy to spot by the Queue Controller and other election officials if assistance is required.

Multi-language voting instructions are printed on the inside of voting compartments. The sign instructs electors in a total of 20 languages including English on how to vote formally and where to place a completed ballot paper.

If you are having difficulty communicating with an elector who doesn't speak English fluently, you may wish to call an interpreter service to assist with the conversation. Directions and numbers for using the interpreter service are provided in *Appendix 5: Using the telephone interpreting service*.

Assisting electors outside the voting centre

An elector or someone acting on their behalf may ask to vote outside the voting centre. Once the Voting Centre Manager has ascertained that the elector is eligible to vote outside the voting centre he or she will nominate an election official to take the required ballot material outside, and to issue a vote following the steps below.

Procedure for assisting electors outside voting centre

Step 1. Preparation
Invite a scrutineer to observe (if available). A witness should be present whenever possible.
Determine if the elector's vote will be ordinary, absent, or declaration.
If the elector is enrolled within the District, take a copy of the Reference roll and relevant ballot papers to issue an ordinary vote.
<p>If the elector requires a declaration vote two trips will be required:</p> <ul style="list-style-type: none"> • one to complete the declaration envelope that will ascertain the elector's District • one to provide correct ballot material.
Step 2. Ask the required questions and issue ballot papers
'What is your full name?'
Search the reference roll (ordinary voters only).
'Where do you live?' (omit if possible silent or itinerant elector)
<p>'Have you voted before in this election?'</p> <p>If answer is 'yes', ensure elector understands the question. If still 'yes', the elector cannot vote.</p> <p>If answer is 'no', proceed to issue ballot papers.</p>
If this is an ordinary vote, make a small mark on the Reference roll to ensure the right person will be marked off the roll.
Initial and issue ballot papers, providing the requisite instructions about how to complete them.
<p>Allow elector to vote and fold ballot paper so vote remains secret.</p> <p>[If you are using a declaration envelope, place completed ballot papers in completed declaration envelope and seal.]</p>
Step 3. Complete procedure
Place ballot paper in relevant ballot boxes in the venue, observed by a witness.
If an ordinary vote, mark elector off the scannable roll at the table from which the ballot papers were taken, observed by a witness.

PART 3: ORDINARY ISSUING OFFICERS

GETTING STARTED ON ELECTION DAY

ISSUING AN ORDINARY VOTE

DEALING WITH WORKFLOW VARIATIONS

MANAGING BALLOT PAPERS

ELECTORS REQUIRING ASSISTANCE

PART 3: ORDINARY ISSUING OFFICERS

The vast majority of electors who come to the voting centre will be enrolled within the District the voting centre is located in and will therefore cast an ordinary vote. You will deal with these electors at your issuing point.

GETTING STARTED ON ELECTION DAY

Before 8.00 am

Arrive at the voting centre by 7.30 am to receive instructions, check your materials and set up your issuing point in readiness for the 8.00 am opening of the voting centre. The Voting Centre Manager will:

- explain your duties
- issue any special instructions relating to the voting centre
- allocate your position.

This is the ideal time to clarify anything about which you are unsure.

Check materials

Take your position and check your materials against the relevant list below.

Ordinary issuing point resources	Form	✓
<i>Account of Ballot Papers—Ordinary Issuing Officer (sRoll)</i>	P1041	
<i>Elector Information Report (pad)</i>	P1081	
<i>Result Slip—Unused Ballot Papers</i>	P583	
<i>Spoilt Ballot Papers District/Region Pairs envelope</i>	P942	
Election Official vest		
B pencil, sharpener and eraser		
Note paper and ruler		
Allocation of joint District/Region ballot papers		
<i>Application for Electoral Enrolment form</i>	P1024	

Check ballot papers

The Voting Centre Manager will allocate ballot papers to each issuing point, generally in bundles of 100. Ballot papers will be joined, District and Region, and must be separated before issuing to the elector.

- Check count **every** ballot paper allocation you receive during the day to ensure there are 100 ballot papers in each bundle.
- Record **every** allocation of ballot papers on *Account of Ballot Papers—Ordinary Issuing Officer (sRoll) P1041* located at the front of the scannable roll.
- Inform the Voting Centre Manager of any discrepancies.
- Tick the box below the allocation to indicate that the number has been checked and confirmed.

District and Region ballot papers are counted as one ballot paper.

Questions for electors: Legislated requirements

All electors, **except** for those with suppressed addresses **must** be asked the following questions before being issued with a ballot paper (you must follow the script exactly):

- What is your full name?
- Where do you live?
- Have you voted before in this election?

The issuing officer must say '**in this election**', not 'today' or any other variation. This is a legislated requirement.

To receive ballot papers the elector must declare that they have not voted in the current election by early vote, postal vote or previously on election day.

If an elector has 'address suppressed' in place of an address on the roll, do not ask where they live. Steps for helping these electors are described in process workflows within this document.

Only one elector at a time is permitted to enter a voting compartment except when electors with special needs require an assistant.

ISSUING AN ORDINARY VOTE

Step 1: Locate the elector on the roll☐

What is your full name?

Search for the elector on the roll before asking for their address. If the address is suppressed, refer to the section 'Dealing with workflow variations'

☐

Where do you live?

☐

Have you voted before in this election?

Step 2: Mark elector off the roll

Using the scannable roll, pencil and ruler provided, rule one continuous line from arrowhead to arrowhead. Do not rule a line through the elector's name.

Step 3: Issue ballot paper

1. **Initial** each ballot paper in the space provided;
2. **Separate** the District and Region ballot papers;
3. **Unfold** the Region ballot paper;
4. **Hand the District** ballot paper to the elector and provide instructions on how to mark their paper using the script shown on the right;*
5. **Hand the Region** ballot paper to the elector and provide instructions on how to mark their paper using the script shown on the right;**
6. **Direct** the elector to a vacant voting compartment; and
7. **Ask** the elector to place completed ballot papers in the relevant ballot boxes as they leave.

***Small (District) ballot paper script**

'Place a number 1 next to the candidate of your first choice and continue to number every square according to your order of preference.'

****Large (Region) ballot paper script**

'There are two ways to vote for the Region. Place a 1 in a box above the line to indicate your preferred party or group, OR vote for individual candidates below the line by numbering at least 5 squares in order of your preference 1 to 5. You may continue numbering more than 5 if you wish.'

Notes

- If you can't find the person's name on the roll, refer to the section 'Dealing with workflow variations'
- If an elector's name has already been marked off the roll, refer to the later section in this chapter 'Dealing with workflow variations'
- If you inadvertently cross off the wrong elector, correct the error using the eraser provided
- Only one elector at a time is permitted to enter a voting compartment except when electors with special needs require an assistant.

DEALING WITH WORKFLOW VARIATIONS

‘Address suppressed’ - Silent and itinerant electors

For electors who have ‘address suppressed’ (silent electors or itinerant elector) recorded beside their names, you should **only ask two questions**:

- ‘What is your full name?’
- ‘Have you voted before **in this election**?’

Apart from not asking where they live, treat these people as ordinary electors.

If you cannot find the name of a silent or itinerant elector on the roll, first ask if they may be listed under a different name (e.g. maiden name). If you still can’t locate them, direct them to a Declaration Issuing Officer.

Overseas electors

Overseas electors who are no longer living overseas may need to update their enrolment. Advise them to update their enrolment at vec.vic.gov.au, or provide them with an *Application for Electoral Enrolment* form if they request one.

Discrepancies on the roll

The *Elector Information Report P1081* can be used to alert the VEC to discrepancies on the roll such as misspelling of names or names appearing on the roll twice. (More detail on this report is available in *Part 2*, and refer to example of the form in *Appendix 3: Forms*)

Do not use this form if the elector has changed their name or address. For changes of name or address, advise the elector to update their enrolment at vec.vic.gov.au, or provide them with an *Application for Electoral Enrolment* form if requested.

Change of name or address

Name

If an elector has changed their name by marriage, deed poll etc., they may still vote under a previous name. Issue an ordinary vote and advise them to update their enrolment at vec.vic.gov.au, or if requested provide them with an enrolment form.

Address

Electors **must** vote for the address **where they are enrolled**.

If an elector states that they live at an address within the District that is different to that on the roll, issue a vote for the address on the roll and advise them to update their enrolment at vec.vic.gov.au or provide them with a printed *Application for Electoral Enrolment* form if they request one. If they are currently enrolled at an address that is outside the District, inform them that they will need to complete an absent vote and direct or escort them to a declaration issuing point.

Can't find elector's name on roll?

If you cannot find an elector's name on the roll:

- ask the elector to print their name on a piece of paper
- ask the elector if their name has been changed
- re-check the roll.

If you still cannot find their name, take the elector (and the piece of paper with their name) to the Declaration Issuing Officer with the tablet enabling electronic roll searching.

Elector is marked-as-voted

If the elector's name has already been marked off the roll and the elector claims not to have voted, do not alter or erase this mark in any way. Direct the elector to a Declaration Issuing Officer where a more thorough search of the full state roll can be undertaken and the appropriate vote issued.

Postal votes**Postal votes delivered to the voting centre**

Some electors may deliver their completed postal vote (or the postal vote of another person) to a voting centre rather than returning it by post to the VEC. Direct the person to a Declaration Issuing Officer.

Postal ballot papers not received

If an elector says they requested postal voting material but did not receive it, you may issue an ordinary vote if they are enrolled within the District.

If the elector is not on the roll for the District, or you cannot find their name on the roll, direct them to a Declaration Issuing Officer.

Cancelling a postal vote

Some electors might bring in their postal voting material and ask for it to be cancelled so that they can have an ordinary vote.

- Write CANCELLED on the postal ballot paper.
- Enclose the ballot paper in the elector's postal vote declaration envelope.
- Mark CANCELLED POSTAL VOTE on the envelope.
- Put the envelope in the ballot box at the declaration table.
- Issue the elector with an ordinary vote.

If a scrutineer approaches you

On rare occasions, a scrutineer may approach you to challenge the entitlement of a person to vote. Refer the scrutineer and the elector to the Voting Centre Manager.

MANAGING BALLOT PAPERS

Shortage of ballot papers

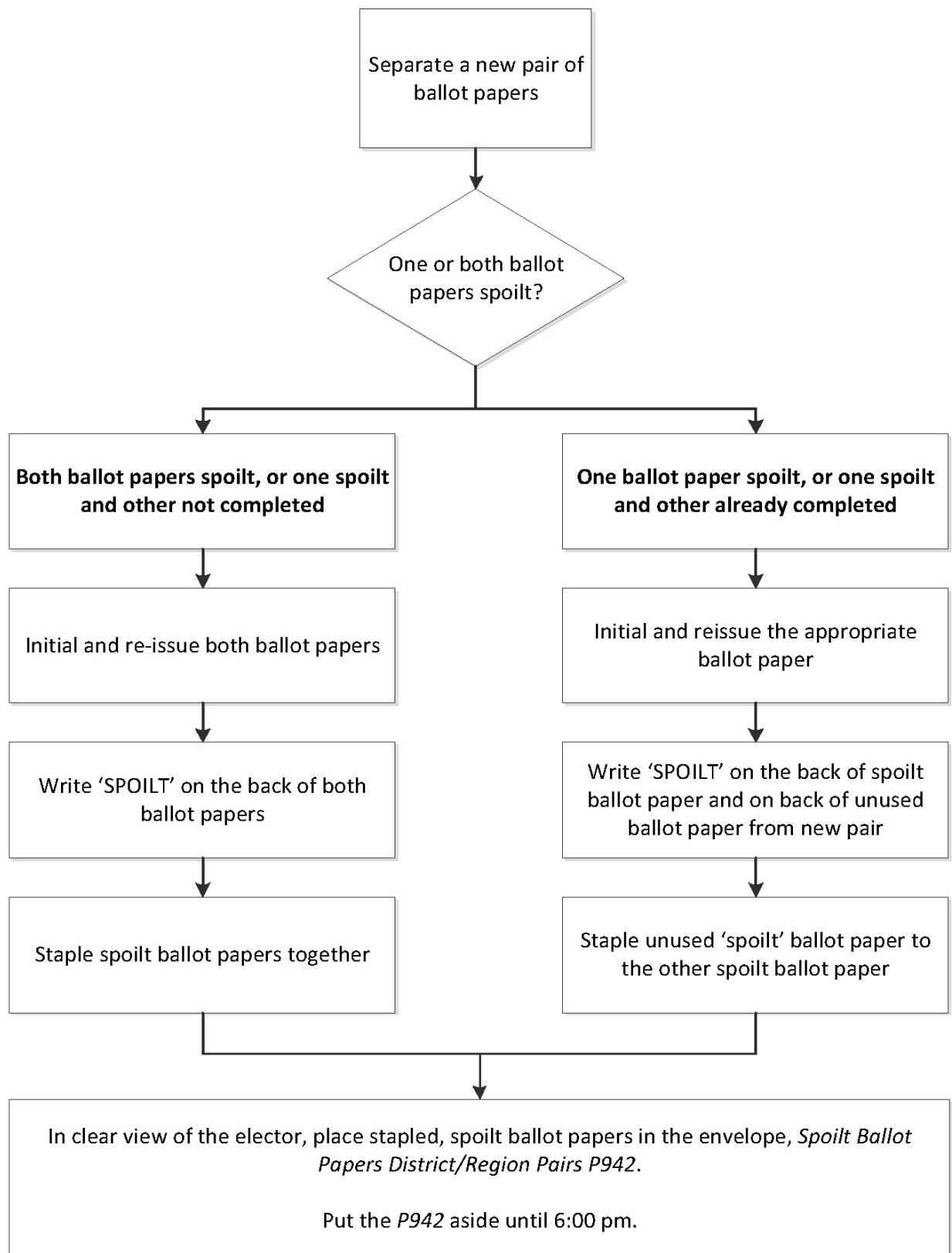
The Voting Centre Manager will monitor the supply of ballot papers and materials during the day. It is also essential you monitor your ballot papers throughout the day and if you have any concerns that you may exhaust your supply of ballot papers bring this to the attention of your Voting Centre Manager immediately. In the unlikely event you run out of ballot papers you must improvise to provide the elector with a vote.

Instructions for preparing ballot papers from blanks are in *Part 4: Declaration Issuing Officers*.

Spoilt ballot papers

It is acceptable for an elector to correct an error on their ballot paper, provided the correction is clear. If an elector states they have spoilt the ballot paper (and it cannot be easily corrected) they must return both the District and Region ballot paper to the issuing point from which they were issued.

Follow the process outlined on the next page for handling spoilt ballot papers.

Do not look at how a ballot paper has been marked

ELECTORS REQUIRING ASSISTANCE

Electors requiring assistance with ballot papers

If an elector requires assistance to vote they may appoint a person to assist them. This person may accompany them to the voting compartment and mark the ballot papers as indicated by the voter.

Electors with the 'Voters Voice' app

For information regarding electors that present at your issuing point using the *Voters Voice* app see *Part 2: Election day information for all officials*

Close of voting

Before 6.00 pm

- Vote if you haven't yet done so.
- As time allows, take time to review:
 - the rest of this section
 - *Part 5: Scrutiny and count*
 - *Appendix 7: Formality of ballot papers.*
- Check voting compartments for discarded ballot papers (do not search for them in bins) and hand them to the Voting Centre Manager.
- Begin to count unused ballot papers.
- Place *Account of Ballot Papers—Ordinary Issuing Officer (sRoll) P1041* so that it is readily available to you. Refer to *Appendix 3: Forms*, for examples to assist you.
- You will receive instructions from the Voting Centre Manager on:
 - duties after 6.00 pm
 - how the voting centre is to be set out for the scrutiny and count of ballot papers.

Voting will close at exactly 6.00 pm.

At 6.00 pm

- Just before 6.00 pm the Voting Centre Manager will check the time so the voting centre closes at exactly 6.00 pm.
- When the doors to the voting centre are closed at 6.00 pm, any person inside the voting centre is entitled to vote. If there is a queue outside the voting centre, an election official should join the end of the queue at 6.00 pm sharp. Individuals arriving after 6.00 pm may not join the queue.
- When the last elector has left the voting centre, your Voting Centre Manager will instruct you on your duties and how the count will be conducted.

Duties after 6.00 pm

It is essential that all paperwork is correct and fully completed at the close of voting. Discrepancies could lead to a delay in the count and staff being able to leave at the end of the night.

Closing your issuing point

You must establish the number of used ballot papers to be accounted for at your issuing point. To do this, use the *Account of Ballot Papers—Ordinary Issuing Officer, (sRoll) P1041*. Fill out the form using the instructions which follow. *Appendix 3: Forms*, provides examples to help you.

Ballot paper allocations P1041
Add up all ballot paper allocations. Enter the total in column 5: 'Total Allocated to this Issuing Point'.
Count unused ballot papers. Enter the total in column 7: 'Less Unused Ballot Papers'.
Spoilt ballot papers
Count the spoilt ballot paper pairs in the <i>Spoilt Ballot Papers District/Region Pairs P942</i> envelope.
Complete the details on the front of the envelope and seal it.
Enter the number of spoilt in column 6: 'Less Spoilt Ballot Papers'.
Balance figure
Calculate balance figure by subtracting the number of unused and spoilt ballot papers from total allocated.
Finalise paperwork
Sign the <i>P1041</i> .
Complete the details on the <i>Result Slip—Unused Ballot Papers P583</i> , sign, and use a rubber band to secure it to the bundle of unused ballot papers.
Material for Voting Centre Manager
Wait for your Voting Centre Manager to collect: <ul style="list-style-type: none"> • Spoilt Ballot Papers District/Region Pairs P942 envelope. • The scannable roll containing the <i>P1041</i>.

The Voting Centre Manager will arrange to have all other equipment collected from the issuing point.

When these duties have been completed, wait for the Voting Centre Manager to instruct you on the conduct of the count.

PART 4: DECLARATION ISSUING OFFICERS

WHAT ARE DECLARATION VOTES?

WHO DEALS WITH DECLARATION ELECTORS?

ELECTORAL ROLL PRODUCTS USED BY DECLARATION ISSUING OFFICERS

GETTING STARTED ON ELECTION DAY

DETERMINING TYPE OF DECLARATION VOTE REQUIRED

ABSENT VOTES

PROVISIONAL VOTES

MARKED-AS-VOTED ELECTORS

DEALING WITH WORKFLOW VARIATIONS

MANAGING MATERIALS DURING THE DAY

PRIOR TO CLOSE OF VOTING

PART 4: DECLARATION ISSUING OFFICERS

WHAT ARE DECLARATION VOTES?

As described in *Part 2: Election day information for all officials*, an ordinary vote refers to votes by electors who are enrolled and voting within their own District. Declaration votes are more complex vote types. There are three types of declaration vote as shown below.

Absent	<p>For electors who vote at a voting centre outside their own District on election day. This also applies to silent electors who vote outside their own District.</p> <ul style="list-style-type: none"> • If electronic roll mark-off via laptop is available, this can be used to process absent votes • Otherwise, use <i>Declaration Vote P940</i> envelope
Provisional	<p>For people who claim they are eligible to be enrolled and:</p> <ul style="list-style-type: none"> • whose name cannot be found on the roll • who live at a valid address in Victoria. <p>(These people could be from your District or any other District in Victoria. These may include people who completed an enrolment form after the close of roll for this election.)</p> <p>Use <i>Provisional Vote P941</i> envelope.</p>
Marked-as-voted	<p>Given to an elector whose name has been marked off the roll, but who claims not to have voted.</p> <p>Use <i>Declaration Vote P940</i> envelope.</p>

WHO DEALS WITH DECLARATION ELECTORS?

Every voting centre will have capacity to take declaration votes. The election officials tasked with taking declaration votes will depend on the size of the voting centre.

- In single issuing point voting centres the Voting Centre Manager will deal with declaration electors.
- In larger voting centres, Declaration Issuing Officers who have completed appropriate training issue declaration votes.

ELECTORAL ROLL PRODUCTS USED BY DECLARATION ISSUING OFFICERS

- **Electronic roll look-up (tablet).** Every voting centre will have at least one tablet in the declaration area for State roll look-up. This can be used to determine if an absent vote is required, and to confirm the correct District for an elector. The electronic roll look-up (tablet) cannot be used to mark-off electors on the roll. A hard copy *Roll Look-Up Guide* will be provided with tablets.
- **List of Streets, Victoria.** This is a list of all streets in Victoria that shows which District the street is located within. Hard copies will be provided to voting centres, and an electronic copy will also be available on the tablet. (Note that the electronic version will be the most up-to-date version, so if a street cannot be located in the printed version then you will also need to check the tablet.)
- **Electronic roll mark-off (laptop).** Some voting centres will have laptops to enable formal electronic roll mark-off by Declaration Issuing Officers. If you will be working at a voting centre with electronic roll mark-off you must make sure you have undertaken required training. A hard copy *Roll Mark-Off Guide* will be provided with laptops.

Note that Declaration Issuing Officers using electronic roll mark-off (laptops) will not have to check the *List of Streets, Victoria* when issuing absent votes because the elector's District and Region will be displayed on the device. They will still need to check the *List of Streets, Victoria* for provisional voters. If any laptops lose connectivity, election officials should revert to the use of declaration envelopes for issuing votes until connectivity is restored.

GETTING STARTED ON ELECTION DAY

Before 8.00 am

Arrive at the voting centre by 7.30 am.

The Voting Centre Manager or the Assistant Voting Centre Manager will:

- explain your duties
- issue any special instructions relating to the voting centre
- allocate your position.

This is the ideal time to clarify anything that isn't clear.

Check materials

It is important to check that all the materials required for declaration voting are at the declaration issuing point.

Take up your position and check your materials and ballot papers against the list provided.

Materials checklist

Item	Form	✓
Roll		
Tablet for State roll look-up, power lead and <i>Roll Look-Up Guide</i> – at least one per voting centre		
Laptop for roll mark-off, power lead and <i>Roll Mark-Off Guide</i> – (provided for electronic roll mark-off voting centres only)		
Printed reference roll		
Equipment		
Election Official vest		
Folder – <i>Declaration Counterfoils</i>		
Ballot box and plastic seals		
Pens, stapler, staples, rubber bands, paperclips		
Envelopes		
<i>Application for Enrolment/Provisional Vote</i> envelopes (yellow)	P941	
<i>Declaration Vote</i> envelope (blue)	P940	
<i>Absent Vote Exchange</i> envelopes (only if laptop used) – District and Region	P957 P957R	
<i>Spoilt Ballot Papers District / Region Pairs</i> envelope	P942	
<i>Discarded Ballot Paper</i> envelope (One per Declaration set)	P943	
Labels		
<i>Declaration Envelopes</i> label on small security boxes	P850	
<i>Absent Set</i> labels	P849	
Forms		
<i>List of Streets, Victoria</i> (hardcopy)		
Elector Information Report – Pad of 20	P1081	
<i>Application for Electoral Enrolment</i> form	P1024	
<i>Account of Declaration Ballot Papers</i>	P442	

Item	Form	✓
<i>Account of Declaration Vote—worksheet for voting centre</i>	P443	
Ballot papers		
Sets of blank District and printed Region ballot papers: 10 ballot papers for each Region with blank District attached		
Absent Ballot Paper Sets		
Additional fully printed ballot papers for neighbouring Districts (where applicable)		
District and Region ballot papers for your own District to be used for Provisional and Marked-as-Voted votes, should the supply in the above set be depleted (where applicable)		
List of candidates		

Record allocation of ballot papers on form *P442*

The officer responsible for the declaration area must record the number of ballot papers allocated on *Account of Declaration Ballot Papers P442*. They must also record any extra allocations of ballot papers received during the day on this form.

No matter how busy you are, you must use a tablet, laptop or the *List of Streets, Victoria* to identify the elector's correct District.

Questions for electors: Legislated requirements

Regardless of the vote type, all electors **except** for silent and itinerant electors **must** be asked the following questions before being issued with a ballot paper (you must follow the script exactly):

- What is your full name? (Or, if using electronic roll look-up or electronic roll mark-off: What is your family name? What are your given names?)
- Where do you live?
- Have you voted before in this election?

The issuing officer must say '**in this election**', not 'today' or any other variation. This is a legislated requirement.

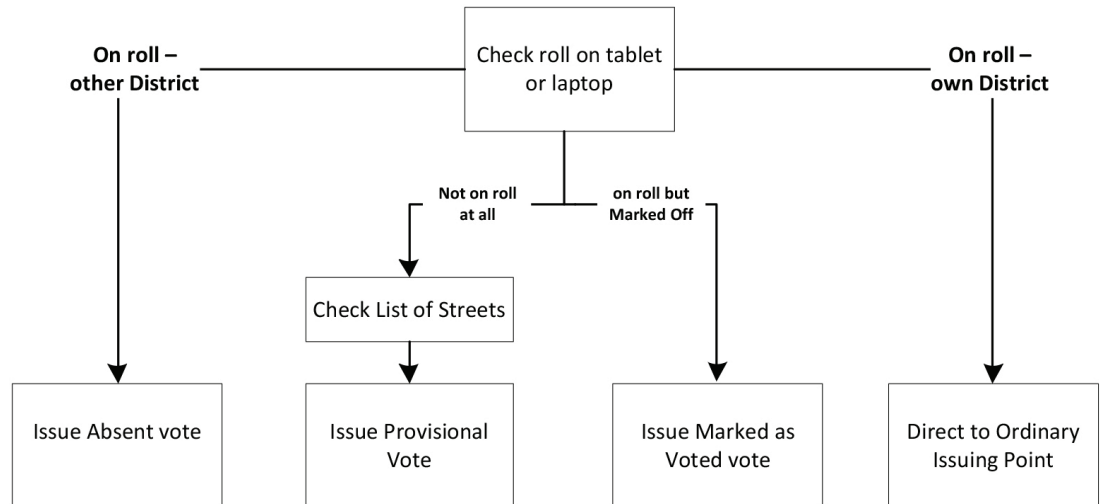
To receive ballot papers the elector must declare that they have not voted in the current election by early vote, postal vote or previously on election day.

Do not ask silent or itinerant electors where they live.

Only one elector at a time is permitted to enter a voting compartment except when electors with special needs require an assistant.

DETERMINING TYPE OF DECLARATION VOTE REQUIRED

When an elector arrives at a declaration issuing point, the first step is to establish why they are there: do they need to cast an absent, provisional or marked-as-voted vote? Start with a broad question such as ‘how can I help you?’ to give the elector the opportunity to explain why they’re at the declaration issuing point. From there, work with the elector to determine which vote type they will need (refer to the section ‘What are declaration votes?’ at the beginning of this chapter for guidance).



ABSENT VOTES

Importance of careful roll/*List of Streets, Victoria* search

If you fail to correctly identify the elector's District the elector is denied the right to have their vote counted. Such errors are serious and have been the subject of successful court challenges to the election result. You may be called upon to explain your actions in court. For this reason, you must not accept the elector's statement of the District and Region where they believe they are enrolled. You must confirm the information on a tablet, *List of Streets, Victoria* or laptop.

Process for *Declaration Vote P940* envelope vs electronic roll mark-off

Declaration issuing points **without roll mark-off (laptop)** will need to use the *List of Streets, Victoria*, or tablet and a *Declaration Vote P940* envelope in order to issue an absent vote. Declaration issuing points **with roll mark-off (laptop)** will not need to use a declaration envelope as all the data is captured on the laptop. Ensure you follow the process appropriate for your issuing point. An image of the *Declaration Vote P940* envelope appears on the next page.

Declaration Vote P940 envelope

Declaration Vote (Absent, Section 110 and Early Votes)		Roll Ref ID <div style="border: 1px solid black; height: 20px; width: 100%;"></div>	
ELECTOR'S DISTRICT	<div style="border: 1px solid black; height: 30px;"></div>	LIST OF STREETS CHECK	<div style="border: 1px solid black; height: 30px;"></div>

ELECTOR to complete (*please use BLOCK LETTERS*)

Surname	<div style="border: 1px solid black; height: 20px;"></div>		
Given names	<div style="border: 1px solid black; height: 20px;"></div>		
Address for which elector is, or claims to be, enrolled	<div style="border: 1px solid black; height: 20px;"></div>		
	<div style="border: 1px solid black; height: 20px;"></div>		
	POSTCODE		
Date of birth	<div style="border: 1px solid black; height: 20px;"></div>		
Former surname if changed since you last enrolled	<div style="border: 1px solid black; height: 20px;"></div>		

I declare that:

1. I am enrolled at the address shown above.
2. I have not already voted at this election.
3. The information shown above is true and correct and I am entitled to vote.

Elector to sign

ELECTION OFFICIAL to complete

I hereby certify that the above-named elector signed/marked this declaration in my presence and I have checked the elector's District from the List of Streets Victoria for the following vote:
(tick box ✓)

☐ Absent Issued at _____ District

☐ Marked as Voted

☐ Early _____ Voting Centre

Making a false statement is an indictable offence (5 years maximum imprisonment or a fine up to 600 penalty units)

Election Official to sign	Date
----------------------------------	------

EEB CHECK	<input type="checkbox"/> Admit	<input type="checkbox"/> Reject	EEB Initials	Date
------------------	--------------------------------	---------------------------------	--------------	------

☐ On Roll

ELECTION OFFICE CHECK

☐ Elector Sign

☐ Signed by Election Official

P940
Victorian Electoral Commission

Absent vote: Using *Declaration Vote P940* envelope

Step 1: Confirm correct District and prepare *Declaration Vote P940* envelope

Locate the elector's District either using the roll look-up (tablet) or the *List of Streets, Victoria*.

For silent electors, ask them to check the *List of Streets, Victoria* to find their correct District. Even if they know their correct District they are still required to look it up.

- If the elector is not in their own District, proceed with processing the absent vote.
- If the elector is in fact within their own District, inform them that you are not able to process their vote. Direct or escort them to an ordinary issuing point.

From the tablet, transfer the elector's District to the top of the *Declaration Vote envelope P940*, and transfer the Elector ID into the 'Roll Ref ID' box (if using the *List of Streets, Victoria* there won't be a reference ID, so just write in the District).

Tick the box to show you have checked the *List of Streets, Victoria*, (checking the roll look-up tablet will also fulfil this requirement).

You may complete the elector's details or ask the elector to do so.

For silent, itinerant or overseas electors, 'Silent', 'Itinerant' or 'Overseas' should be written in the space for the address.

Ask elector to read the declaration and sign it.

Tick the Absent box.

Add the issuing District and voting centre name.

Ask the required questions: Inform the elector that although they've written the information down, you are required by law to ask them three questions. Ask these questions and check the answers against the information they have filled in on the *P940*.

- What is your full name?
- Where do you live? (if they are a silent elector do not ask this question)
- Have you voted before in this election?

Read the election official's declaration, and sign and date the Declaration Envelope *P940*.

Remove the counterfoil and file it in the folder *Declaration Counterfoils* in District order.

Step 2: Issue ballot papers

1. **Select** joined ballot papers for the elector's District written on the envelope;
2. **Initial** each ballot paper in the space provided;
3. **Separate** the District and Region ballot papers;
4. **Unfold** the Region ballot paper;
5. **Hand the District** ballot paper to the elector and provide instructions on how to mark their paper using the script shown below;
6. **Hand the Region** ballot paper to the elector and provide instructions on how to mark their paper using the script shown below;
7. **Direct** the elector to a vacant voting compartment; and
8. **Ask** the elector to fold the ballot papers to ensure you can't see their vote and return the ballot papers to you.

Small (District) ballot paper script

'Place a number 1 next to the candidate of your first choice and continue to number every square according to your order of preference.'

Large (Region) ballot paper script

'There are two ways to vote for the Region. Place a 1 in a box above the line to indicate your preferred party or group, OR vote for individual candidates below the line by numbering at least 5 squares in order of your preference 1 to 5. You may continue numbering more than 5 if you wish.'

Step 3: Process returned ballot papers

When the elector returns with their completed ballot papers, complete these steps in front of them:

- check that the declaration envelope belongs to the elector
- place both completed and folded ballot papers in the declaration envelope and seal the envelope
- place the declaration envelope in the declaration ballot box.

Absent vote: Using electronic roll mark-off

Step 1: Locate the elector's details and confirm absent vote is required

Ask the elector the required questions and enter these details into the relevant search fields:

- 'What is your family name?'
- 'What are your given names?' (**not** just their initials)

[These two questions satisfy the 'What is your full name?' question required by legislation.]

Search for the elector on the roll **before** asking for their address.

Review the results of the search.

- If there are multiple electors enrolled under that name, you will need identify the correct person.
- If you are unable to find the elector or if there's a large number of results returned refer to the *Roll Mark-Off Guide* for advice on trouble-shooting.

If '**Address suppressed**' appears beside any of the electors listed with that name in the search results, this may be a silent or itinerant elector. As electors with suppressed addresses should never be asked for their address, let the elector know that in order to correctly identify them you will need to ask their date of birth.

- If using full name and date of birth and you can see the elector is enrolled for an 'other' District, proceed to 'Step 2: Mark the elector off roll.'
- If using full name and date of birth and you can see the elector is enrolled within the District the voting centre is located in, inform them that they need to make an 'ordinary' vote, which you are not able to process. Direct or escort them to an ordinary issuing point.

If there are **no 'address suppressed' results under that name**, ask the required question: '*Where do you live?*'

- If you confirm the elector's enrolled address is not within the District the voting centre is located in, proceed to 'Step 2: Mark the elector off roll.'
- If the elector is in fact enrolled within the District the voting centre is located in, inform them that they need to make an 'ordinary' vote, which you are not able to process. Direct or escort them to an ordinary issuing point.
- If they do not cite an address showing on the screen ask for their date of birth, and check if they are listed under another address (Do not tell them the address, instead use prompts such as "could you be enrolled under a different address?").
 - If you determine that they are currently enrolled in the District the voting centre is located in, inform them that they need to make an 'ordinary' vote, which you are not able to process. Advise them to update their enrolment at vec.vic.gov.au (or provide an Application for Electoral Enrolment form if requested) and direct or escort them to an ordinary

issuing point.

- If you determine that they are currently enrolled for a different address in an 'other' District, proceed to 'Step 2: Mark elector off roll'. Advise them to update their enrolment at vec.vic.gov.au (or provide an Application for Electoral Enrolment form if requested).
- If you determine they are not on the roll at all, follow the steps for issuing a provisional vote.

Step 2: Mark elector off roll

Once you are sure you have identified the correct elector on the roll, ask them: *Have you voted before in this election?* If the answer is no, proceed.

Move cursor over the required elector.

Tap track pad or click to bring up confirmation dialog box and take a note of the elector's District (this will disappear from screen after the next step but you'll need to know it in order to issue correct ballot papers).

Click or Tap 'Confirm Roll Mark Off'. The dialog box will disappear and the elector's Vote Status will be updated to 'Voted' and the Vote Type will be 'Absent'.

Step 3: Issue ballot papers

1. **Select** joined ballot papers for the elector's District displayed on the laptop confirmation screen;
2. **Initial** each ballot paper in the space provided;
3. **Separate** the District and Region ballot papers;
4. **Unfold** the Region ballot paper;
5. **Hand the District** ballot paper to the elector and provide instructions on how to mark their paper using the script shown below;
6. **Hand the Region** ballot paper to the elector and provide instructions on how to mark their paper using the script shown below;
7. **Direct** the elector to a vacant voting compartment; and
8. **Ask** the elector to put the ballot papers in the relevant declaration ballot box.

Small (District) ballot paper script

'Place a number 1 next to the candidate of your first choice and continue to number every square according to your order of preference.'

Large (Region) ballot paper script

'There are two ways to vote for the Region. Place a 1 in a box above the line to indicate your preferred party or group, OR vote for individual candidates below the line by numbering at least 5 squares in order of your preference 1 to 5. You may continue numbering more than 5 if you wish.'

Only one elector at a time is permitted to enter a voting compartment except when an elector requires an assistant.

PROVISIONAL VOTES

For electors who claim they are eligible to be enrolled and:

- whose name cannot be found on the roll
- who live at a valid address in Victoria.

(These may include electors who completed an enrolment form after the close of roll for the election.)

To issue a provisional vote you must use a *Provisional Vote P941* envelope.

An image of this envelope appears on the next page.

Provisional Vote P941

DO NOT DETACH FROM ENVELOPE

ELECTOR'S ENROLLING DISTRICT

HO USE ONLY

ADMIT ☐

REJECT ☐

APPLICATION FOR ENROLMENT/PROVISIONAL VOTE

ELECTOR to complete (please use BLOCK LETTERS)

Title	Surname		
Given Names			
Date of birth <small>(DD/MM/YYYY)</small>	/	/	Gender
Current residential address		POSTCODE	
Postal address (leave blank if the same as residential address)		POSTCODE	
Mobile phone (if any)		Daytime phone (if any)	
Email address (if any)			

If you have changed your name or address since your last enrolment please provide:

Former surname and given names

Previous or old enrolled address (if you have changed address) POSTCODE

Are you an Australian citizen by birth?

Yes ☐ State or Territory and Town of birth _____

No ☐ Country of birth _____

Have you been granted Australian citizenship?

Yes ☐ Citizenship certificate number _____

No ☐ Are you an eligible British subject who was enrolled on 25 January 1984?

Yes ☐ Name as at 25 January 1984 _____

No ☐ You are not eligible to enrol or to vote provisionally

Evidence

See proof of identity notes on reverse

Identification type

Issuing authority (including State)

Identification number

I declare that:

- I am an elector whose name cannot be found on the electoral roll for this election;
- I have not already voted at this election;
- I have read the statement under section 108 of the *Electoral Act 2002* included in this form;
- I am eligible to enrol at my residential address and claim enrolment for elections in Victoria;
- all the information I have given on this form is true and correct, and I understand that giving false or misleading information is a serious offence (Penalty: 5 years maximum imprisonment or a fine up to 600 penalty units).

Elector to sign

Date DD/MM/YYYY

ELECTION OFFICIAL TO COMPLETE

Election Official Declaration

- I saw the applicant sign or make a mark as their signature on this form;
- I have informed the applicant that they are claiming that the information that they have provided is true and correct and that there are penalties for providing false or misleading information;
- I have checked the applicant's district in the List of Streets Victoria; and

☐ I have sighted the applicant's original proof of identity document or

☐ The applicant was not able to provide an original proof of identity document at the time of voting but has nominated the following service provider for the VEC to contact.

Service Provider _____

or (for mobile voting use only)

☐ The applicant is listed as a resident at a mobile voting centre designated under Section 65 of the *Electoral Act 2002*.

LIST OF STREETS CHECK

Name of Election Official

Signature of Election Official

Issued at Voting centre type

☐ Mobile

☐ Early

☐ Election Day

Date DD/MM/YYYY

Venue Name

Issuing District

P941

2018

Victorian Electoral Commission

Issuing a provisional vote

Step 1: Confirm that a provisional vote is required

Thoroughly check an electronic roll (either tablet or laptop) for the elector's name and address. Ask the elector to write their name, if they have not already done so, to ensure you have the correct spelling. Ask whether their name might be listed under a different spelling or any other name, e.g. maiden name. You can also search using their date of birth.

- If you are able to locate the elector and they are enrolled in the District the voting centre is located in, direct the elector back to the Ordinary Issuing Officer. If the elector is enrolled in an 'other' District, issue an absent vote. Electors listed on the roll must not be issued with a provisional vote.
- If you cannot find the elector on the roll at all, proceed with issuing a provisional vote.

Step 2: Prepare *Provisional Vote P941* envelope

Ask elector to complete form, instructing them to:

- Carefully read the information on the back of the envelope
- Complete all details in the 'Elector to complete' section of the envelope. Note that the information must be true as there are penalties for providing false information
- Read and sign the declaration (note you must watch this step being completed).

Check that elector has completed all details.

Check the proof of identity requirements (acceptable proof of identify documents are listed on the back of the *P941*).

- Citizenship: If an elector has been granted citizenship, but does not have their citizenship certificate number with them, ensure that they provide a phone number on the form, so the VEC can call them for the certificate number, if necessary. Note: Even with new citizenship ID the elector must also provide proof of identity.
- If the elector does not have one of the listed documents they can nominate a provider, as outlined on the back of the *P941*. The VEC will then verify their identity.
- If the elector **does not have any proof of identity** and cannot nominate a prescribed service provider:
 - do not tick any of the three boxes on the yellow section of the envelope
 - write 'NONE' in the space next to 'Service Provider'.

Tick the relevant box regarding proof of identify in the 'Election Official to Complete' section of the *P941*.

Check the street where the elector lives and determine the correct District.

- Check *List of Streets, Victoria*, or use the tablet if available
- If the street where an elector lives does not appear in the hardcopy *List of Streets, Victoria*, check the street on the *List of Streets* on the tablet as this may contain additional street information not available in the printed list.
- If the street still cannot be found the Voting Centre Manager will phone the Election Manager to confirm the elector's correct District and Region.

Write the elector's enrolling District in the yellow section at the top of the *Provisional Vote P941* envelope.

In the section at the bottom, **tick the box** to confirm you have checked the *List of Streets, Victoria*.

Add the voting centre venue name and issuing District (this is the District your voting centre is located in) and tick the box 'Election day voting centre'.

Ask the required questions: Inform the elector that although they've written the information down, you are required by law to ask them three questions. Ask these questions and check the answers against the information they have filled in on the P941.

- What is your full name?
- Where do you live?
- Have you voted before in this election?

Read the election official declaration and if you are satisfied that you have met all the requirements, **clearly** print your name in the space provided, then sign and date the **declaration** envelope as the witness.

Remove counterfoil and file it in the folder *Declaration Counterfoils* separately to the *P940* counterfoils, and in alphabetical order.

Step 3: Issue ballot papers

1. **Select** joined ballot papers for the elector's District written on the envelope;
2. **Initial** each ballot paper in the space provided;
3. **Separate** the District and Region ballot papers;
4. **Unfold** the Region ballot paper;
5. **Hand the District** ballot paper to the elector and provide instructions on how to mark their paper using the script shown below;
6. **Hand the Region** ballot paper to the elector and provide instructions on how to mark their paper using the script shown below;
7. **Direct** the elector to a vacant voting compartment; and
8. **Ask** the elector to fold and return the ballot papers to you.

Small (District) ballot paper script

'Place a number 1 next to the candidate of your first choice and continue to number every square according to your order of preference.'

Large (Region) ballot paper script

'There are two ways to vote for the Region. Place a 1 in a box above the line to indicate your preferred party or group, OR vote for individual candidates below the line by numbering at least 5 squares in order of your preference 1 to 5. You may continue numbering more than 5 if you wish.'

Step 4: Process returned ballot papers

When the elector returns with their completed ballot papers, complete these steps in front of them:

- check that the declaration envelope belongs to the elector
- place both completed and folded ballot papers in the declaration envelope and seal the envelope
- place the declaration envelope in the declaration ballot box.

MARKED-AS-VOTED ELECTORS

An elector may vote as marked-as-voted if:

- the roll shows the elector has been marked as having been issued with a vote; and
- the elector claims not to have voted.

The elector makes a declaration that they have not voted and their ballot paper is enclosed in the *Declaration Vote P940* envelope pending later investigation by the Election Manager.

Issuing a marked-as-voted vote**Step 1: Confirm correct District and prepare *Declaration Vote P940* envelope**

Confirm the elector's District either using a tablet, laptop or the *List of Streets, Victoria*.

For silent electors, ask them to confirm their District by referring to the *List of Streets, Victoria*.

From the tablet, laptop or *List of Streets, Victoria* transfer the roll reference ID and the elector's District to the top of the *Declaration Vote P940* envelope.

Tick the box to show you have checked the *List of Streets, Victoria*, (checking the rolls on either the tablet or laptop will also fulfil this requirement).

You may complete the elector's details or ask the elector to do so.

For silent, itinerant or overseas electors, a full address is not required – just note the address as detailed on the roll (e.g. 'address suppressed').

Ask elector to read the declaration and sign it.

Tick the 'Marked as voted' box.

Add the issuing District and voting centre name.

Ask the required questions: Inform the elector that although they've already been asked and written the information down, you are required by law to ask them these questions. Ask these questions and check the answers against the information they have filled in on the *P940*.

- What is your full name?
- Where do you live? (if they are a silent elector do not ask this question)
- Have you voted before in this election?

Read the election official's declaration, and sign and date the declaration envelope *P940*.

Remove the counterfoil and file it in the folder *Declaration Counterfoils* in District order.

Step 2: Issue ballot papers

1. **Select** joined ballot papers for the elector's District written on the envelope;
2. **Initial** each ballot paper in the space provided;
3. **Separate** the District and Region ballot papers;
4. **Unfold** the Region ballot paper;
5. **Hand the District** ballot papers to the elector and provide instructions on how to mark their paper using the script shown below;
6. **Hand the Region** ballot papers to the elector and provide instructions on how to mark their paper using the script shown below;
7. **Direct** the elector to a vacant voting compartment; and
8. **Ask** the elector to fold the ballot papers to ensure you can't see their vote and return the ballot papers to you.

Small (District) ballot paper script

'Place a number 1 next to the candidate of your first choice and continue to number every square according to your order of preference.'

Large (Region) ballot paper script

'There are two ways to vote for the Region. Place a 1 in a box above the line to indicate your preferred party or group, OR vote for individual candidates below the line by numbering at least 5 squares in order of your preference 1 to 5. You may continue numbering more than 5 if you wish.'

Step 3: Process returned ballot papers

When the elector returns with their completed ballot papers, complete these steps in front of them:

- check that the declaration envelope belongs to the elector
- place both completed and folded ballot papers in the declaration envelope and seal the envelope
- place the declaration envelope in the declaration ballot box.

DEALING WITH WORKFLOW VARIATIONS**Silent electors: 'Address suppressed'**

Silent electors do not have their address showing on the electoral roll; in place of the address will be the note 'address suppressed.' There may be many reasons for an elector to have their address suppressed.

They will still be affiliated with a District, however, and they should still be issued with a vote. The type of vote they need to be issued with will depend on their circumstances - they may require an ordinary vote or one of the declaration vote types.

Never ask a silent elector where they live or for their address. If you need to confirm the District they are enrolled in, provide them with the *List of Streets, Victoria* so that they may look it up.

Itinerant electors: 'Address suppressed'

Itinerant electors live in Australia and are eligible to vote but do not have a fixed place of residence.

This category of elector will not have an address printed on the roll. Beside their name you will see the words 'address suppressed'. They will still be affiliated with a District, and they should still be issued with a vote. The type of vote they need to be issued with will depend on their circumstances - they may require an ordinary vote or one of the declaration vote types.

Overseas electors

Overseas electors have registered with the Australian Electoral Commission because they will be overseas, but returning within six years of leaving Australia.

If an overseas elector's name cannot be found on the roll at the ordinary issuing table the Ordinary Issuing Officer will direct them to you at the declaration issuing point.

These categories of elector should have their name printed on the roll, but not their address. Beside their name you will see the words 'overseas elector'. You will still be able to determine their District using the *List of Streets, Victoria* or the electronic roll.

Overseas electors who are no longer living overseas need to update their enrolment. Advise them to update their enrolment at vec.vic.gov.au, or provide them with an *Application for Electoral Enrolment* form if they request one.

Persons unable to write

If an elector who is required to sign a declaration is unable to write, they may:

- make their distinguishing mark and have it witnessed; or
- request another person to note on the declaration that the elector is unable to sign their name by reason of physical incapacity.

Postal Votes

Postal votes delivered to the voting centre

If an elector delivers their completed postal vote (or the postal vote of another person) to a voting centre rather than returning it by post to the VEC, the Ordinary Issuing Officer will direct them to the declaration area.

- Complete the details on the reverse side of the *Postal Vote Declaration P908* envelope, sign the envelope and
- Place the postal declaration envelope in the declaration ballot box.

Postal ballot papers not received

If an elector says they requested postal voting material but have not received it, they may be issued with an ordinary ballot paper if they are on the roll.

If the Ordinary Issuing Officer cannot find the elector on the roll, they will direct them to you at the declaration table. In such cases, you must:

- issue an absent vote if their address is for another District
- issue a provisional vote if they are not on the roll.

Cancelling a postal vote

Some electors might bring in their postal voting material and ask for it to be cancelled so that they can have an ordinary vote.

- Write CANCELLED on the postal ballot paper.
- Enclose the ballot paper in the elector's postal vote declaration envelope.
- Mark CANCELLED POSTAL VOTE on the envelope.
- Put the envelope in the ballot box at the declaration table.
- If the elector's address is within the District, direct them to an ordinary issuing point where they can cast an ordinary vote.
- If they are enrolled in another District, issue an absent vote.

MANAGING MATERIALS DURING THE DAY

Discarded ballot papers

Ballot papers are sometimes discarded in the voting centre or placed in a rubbish bin. In line with OH&S requirements, under no circumstances are election officials permitted to go through bins to find discarded ballot papers.

If you have discarded ballot papers for other Districts you will need to place them in the *Discarded Ballot Papers P943* envelope and record them on the *P442*.

Shortage of ballot papers

On rare occasions, it might be necessary to prepare a ballot paper for a declaration elector from a blank ballot paper because you have run out of ballot papers for a certain District.

There are blank District ballot papers provided in an envelope at each voting centre. Each joined pair of ballot papers has a blank District paper attached to a printed Region paper. There are ten such papers for each Region. Select the correct Region paper and copy the District candidates' names and affiliations exactly as they appear on the *List of Candidates*. The District name must be included. The Voting Centre Manager will sign to authorise the paper and assure the elector that their vote will count.

Shortage of declaration envelopes

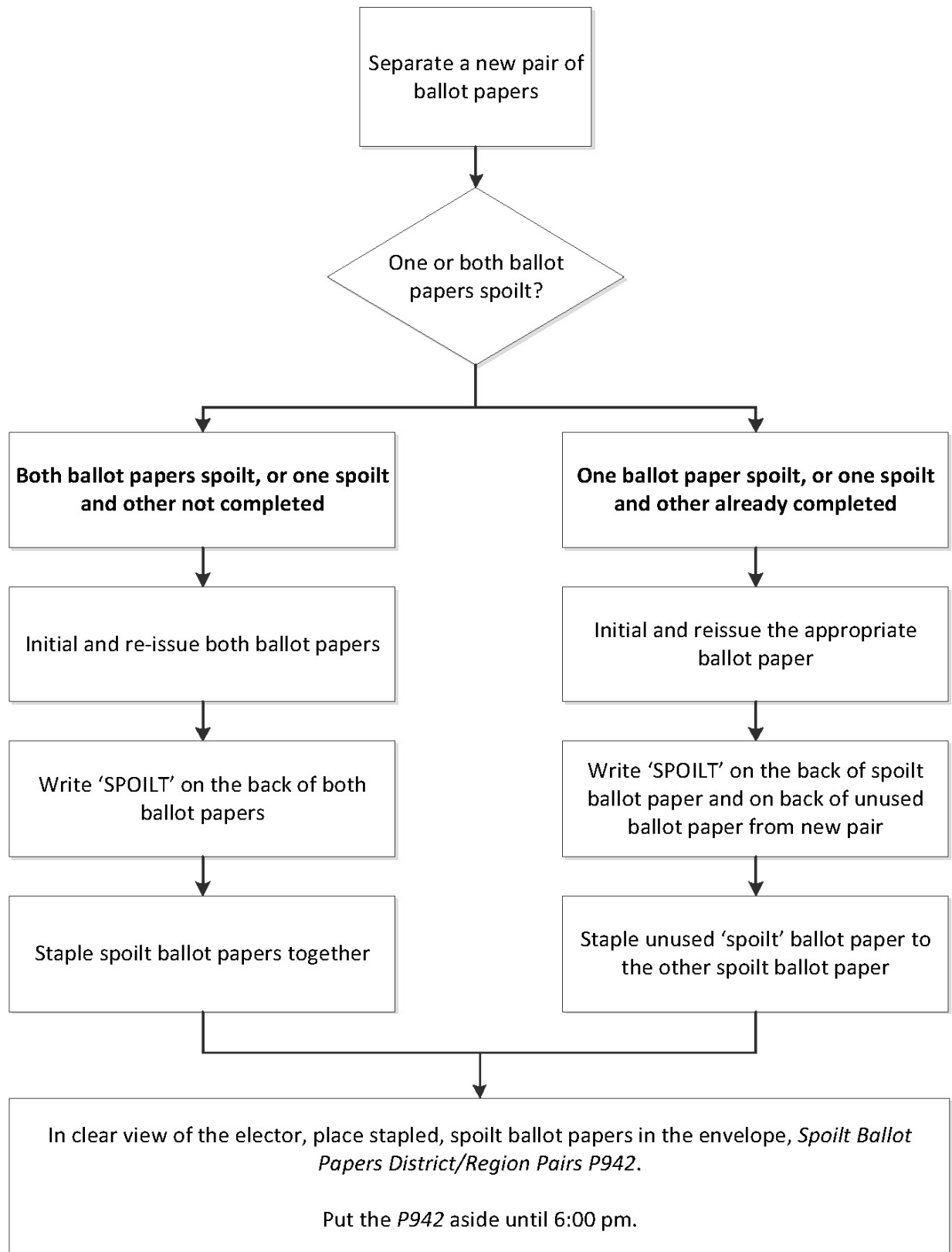
You may use any plain envelope or make an envelope in the unlikely event that the supply of declaration envelopes runs out. Ensure that the elector's details are clearly printed on the outside of the envelope.

The Voting Centre Manager will sign the envelope to authorise it.

Spoilt ballot papers

It is acceptable for an elector to correct an error on their ballot paper, provided the correction is clear. If an elector states they have spoilt the ballot paper (and it cannot be easily corrected) they must return both the District and Region ballot paper to the issuing point from which they were issued.

Follow the process outlined on the next page for handling spoilt ballot papers.

Do not look at how a ballot paper has been marked

PRIOR TO CLOSE OF VOTING

- Vote if you haven't yet done so.
- As time allows, take time to review:
 - the rest of this section
 - *Part 5: Scrutiny and count*
 - *Appendix 7: Formality of ballot papers.*
- Check declaration area voting compartments for discarded ballot papers (do not search for discarded ballot papers in bins). These must be recorded on the *Account of Declaration Ballot Papers P442*.
- Prepare to complete the *Account of Declaration Ballot Papers P442*. Extra allocations of ballot papers need to be recorded on this form. Refer to *Appendix 3: Forms* for examples to assist you.
- You will receive instructions from the Voting Centre Manager on:
 - duties after 6.00 pm
 - how the voting centre is to be set out for the scrutiny and count of ballot papers.

Voting will close at exactly 6.00 pm.

At 6.00 pm voting closes

Just before 6.00 pm the Voting Centre Manager will check the time so that the voting centre closes at 6.00 pm exactly.

When the doors to the voting centre are closed at 6.00 pm, any person inside the voting centre is entitled to vote. If it is not possible for all electors to be in the voting centre and there is a queue, an election official should join the end of the queue at 6.00 pm sharp. Individuals arriving after 6.00 pm may not join the queue.

When the last elector has left the voting centre after 6.00 pm, the Voting Centre Manager will instruct you on the next steps.

Duties after 6.00 pm

Declaration Issuing Officers must establish the number of provisional and declaration ballot papers issued for **the whole declaration area** using the *Account of Declaration Ballot Papers P442*.

Take the following steps, in front of any scrutineers present or another election official, to complete one *Account of Declaration Ballot Papers P442* across all issuing points and prepare materials for packaging.

Calculate the 'Total initial allocation'

Complete the top row of the *P442* to calculate the total initial number of ballot papers allocated to declaration voting. Note that the figures for absent ballot paper sets must include all of these sets in the voting centre, even if they are unopened; check with the Voting Centre Manager whether there are any sets of either type elsewhere in the voting centre.

Calculate the 'Total allocated to declaration voting'

Make sure that all allocations throughout the day have been added correctly and write the total under 'TOTAL allocated to declaration voting'.

Count any spoilt ballot papers

Enter the details on the front of the *Spoilt Ballot Papers District/Region Pairs P942* envelope. Seal the envelope.

Enter the number under 'Less Spoilt' on the *P442*.

Open the declaration ballot box.

Carefully empty the contents of the ballot box onto the table. Keep ballot papers secure at all times.

Amalgamate all declaration votes

The whole declaration area will be treated as a single unit for the purpose of reconciliation and accounting of ballot papers.

If there is more than one declaration issuing point amalgamate the:

- counterfoils from each issuing point, keeping them sorted alphabetically by District and by family name within the District
- declaration envelopes from all ballot boxes
- loose ballot papers from all the declaration ballot boxes (if laptops used).

At the end of the day, if you are left with an empty, completed declaration envelope, seal it and include it in the declaration count.

Absent votes: Sort and package

Absent envelopes
Remove and sort all absent declaration envelopes into District and alphabetical order.
Ensure the number of declaration envelopes equals the number of counterfoils for each District.
<p>Complete details on the <i>Account of Declaration Votes P443</i> worksheet.</p> <ul style="list-style-type: none"> • Calculate the total absent declaration envelopes issued to all Districts. • Record the number in the GRAND TOTAL line.
Transfer the Grand Total from the 'Absent envelopes' on <i>P443</i> to the box labelled 'LESS issued Absent Envelopes' on the <i>Account of Declaration Ballot Papers P442</i> .
Electronic roll mark-off
<p>Generate the <i>Roll Mark Off</i> report by selecting the Report option in the menu bar. Follow the steps outlined below:</p> <ul style="list-style-type: none"> • select Excel • select All Users option - report will generate for all absent users at the voting centre • enter Date Range.
Sort all loose ballot papers into District order.
<p>Count ballot papers for each District and reconcile against the <i>Roll Mark Off</i> report.</p> <p>If the numbers do not match, recount the ballot papers.</p>
Once reconciled, put all the ballot papers for the same District into a District <i>Absent Vote Exchange P957</i> envelope. Record the number of ballot papers enclosed in each envelope on the front.
<p>Use a new <i>P957</i> envelope for each District.</p> <p>[If you have a lot of ballot papers for one District and need to use more than one envelope, band together all envelopes for the same District.]</p>
<p>Count ballot papers for each Region, by District, and reconcile against the <i>Roll Mark Off</i> report. Note: the District name is printed on the foot of the Region ballot paper.</p> <p>If the numbers do not match, recount the ballot papers.</p>
Once reconciled place all the Region papers for the same District into a Region <i>Absent Vote Exchange P957R</i> envelope.

Use a new *P957R* envelope for **each District**.

If you have a large number of Region ballot papers for one District:

- place them in a plastic satchel with a *P957R* facing out
- record the number of envelopes on the front.

Write the TOTAL number of ballot papers for that District on the front of the top envelope.

NOTE: If at any point you lost connectivity during the day and used a combination of roll mark off and absent envelopes, you will need to undertake reconciliation for both processes.

Absent votes: Following the reconciliation and sort

Actions
Ensure the number of ballot papers for each District, and for each Region by District, equals the number of voters marked off for each District on the <i>Roll Mark Off</i> report.
If the numbers do not match, recount the ballot papers.
Complete details on the <i>Account of Declaration Votes P443</i> worksheet. <ul style="list-style-type: none"> • Calculate the total absent votes issued to all Districts. • Record the number in the GRAND TOTAL boxes.
Transfer the Grand Total from the 'Absent District BPs' column on the <i>P443</i> to the box labelled 'LESS issued Absent District Ballot Papers' on the <i>Account of Declaration Ballot Papers P442</i> .
<i>Note 1: If the numbers of District or Region ballot papers do not match the report, it could be due to discarded ballot papers.</i>
<i>Note 2: If a combination of absent envelopes and laptops has been used, balance the two types separately by checking the envelopes against the counterfoils and the ballot papers against the Roll Mark Off report.</i> <i>The totals of the two types for each District, and the number of Region ballot papers, should be recorded on the P443.</i>

Provisional votes: Sort and package

Actions
Sort the provisional envelopes into Districts.
Check that the number of counterfoils equals the number of <i>Application for Enrolment/Provisional Vote P941</i> envelopes.
Record the number of provisional envelopes for each District and calculate the grand total of provisional votes issued on the <i>Account of Declaration Votes P443</i> .
Enter the number under 'LESS Issued Provisional' on the <i>Account of Declaration Ballot Papers P442</i> .

Marked-as-voted votes: Sort and package

Actions
If you have more than one, sort envelopes by District.
Check that the number of counterfoils equals the number of <i>Declaration Vote P940</i> envelopes.
Record the number of marked-as-voted envelopes for each District and calculate the grand total of marked-as-voted votes issued on the <i>Account of Declaration Votes P443</i> .
Record the total under 'LESS Issued MAV' on the <i>P442</i> .

Postal votes

Actions
Check that the reverse sides of all <i>P908</i> envelopes have been signed and set aside any that have not been.
Count the number of postal votes for each District and record in the <i>Account of Declaration Votes P443</i> .
Calculate the grand total of postal votes and check that it equals the total number of postal vote envelopes.

Finalise the *Account of Declaration Ballot Papers P442*

Complete the 'Total Unused' box in the 'Account of Ballot Papers' section on the *P442*.

Total Unused = Total allocated to declaration voting minus:

- spoilt
- issued absent ballot papers
- issued absent envelopes
- issued marked-as-voted
- issued provisional.

It is not necessary to count the unused ballot papers. Record any discarded ballot papers on the form.

Packaging of materials

Once you have a balance between the forms and the declaration envelopes, hand the following items to the Voting Centre Manager:

- small security boxes labelled *Declaration Envelopes P850* containing all declaration envelopes, sealed with plastic seals and with the seal numbers recorded on the label
- *Account of Declaration Ballot Papers–Total for Voting Centre P442*
- *Account of Declaration Votes–Worksheet for Voting Centre P443*
- folder(s) of counterfoils
- *Spoilt Ballot Papers District/Region Pairs P942* envelope
- *Discarded Ballot Papers P943* envelope
- completed *Application for Electoral Enrolment* forms
- *Elector Information Reports P1081*
- absent sets sealed with tape and with the *Absent Set P849* label attached to the top of each box
- laptops, tablets, power leads and guides, where applicable
- unused forms and equipment.

After the declaration table is packed up

When you have packaged all materials at the declaration table the Voting Centre Manager will assign your tasks for the rest of the evening.

You should not leave the voting centre until all counting is complete and the voting centre has been packed up and left in a tidy condition. Your Voting Centre Manager will dismiss you on completion of all tasks.

PART 5: SCRUTINY AND COUNT

FIRST PREFERENCE DISTRICT COUNT

TWO-CANDIDATE-PREFERRED COUNT

FIRST PREFERENCE REGION COUNT

PART 5: SCRUTINY AND COUNT

After the close of voting at 6.00 pm, ordinary votes issued in election day voting centres will be counted in voting centres.

Three counts will be conducted in strict order, as follows:

1. First preference count – District
2. Two-candidate-preferred count – District
3. First preference count – Region

After the counting of first preference votes for the District, a two-candidate-preferred (2CP) count will be conducted, with preferences distributed to the two candidates considered 'most likely' to be in the lead after the distribution of preferences. The purpose of the two-candidate-preferred count is to provide an early indication of the result of the election, and also to provide detailed information for political parties and analysts. The final voting centre count to be conducted on election night will be the first preference count for the Region. Voting centre staff will record first preference votes for the region by group (above-the-line and below-the-line) or by ungrouped candidate (below-the-line only).

FIRST PREFERENCE DISTRICT COUNT

The count of ballot papers at the voting centre will establish the first preference figures for each candidate. The scrutiny and count of ballot papers should commence as soon as possible after 6.00 pm. Before the count begins, the Voting Centre Manager will brief staff and scrutineers on the procedure for the count.

Getting ready

The Voting Centre Manager will instruct staff to:

- push tables together into a long line
- assemble the *Sorting Cards P580* at regular intervals along the tables in ballot paper order. INFORMAL and CHALLENGED go at the end.

After election officials at the last ordinary issuing point have completed their duties, the Voting Centre Manager will:

- check the seal numbers on the ballot box
- allow scrutineers to inspect them
- open the ballot box in the presence of the scrutineers.

Carefully empty the contents of the ballot box onto the counting table. Keep the ballot papers secure at all times.

The count is to be conducted in a practical and methodical manner, in the form of a production line. The Voting Centre Manager will oversee the count and all election officials must follow the Voting Centre Manager's direction. The Voting Centre Manager will advise on the anticipated number of ballot papers to be counted.

Any declaration envelopes found in the ordinary ballot box, go to the Declaration Issuing Officer.

Sort and initial check of ballot papers

Election Officials
Unfold all ballot papers and place into stacks face up and all the same way.
Check formality (see <i>Appendix 7</i>) and sort the ballot papers to each <i>Sorting Card P580</i> .
Place formal ballot papers to the candidate with first preference, facing up so that the number 1 can be checked.
Place informal votes at the INFORMAL <i>Sorting Card</i> .
Place ballot papers that are challenged by a scrutineer or not clear to the Counting Officer at the CHALLENGED sorting card.
Voting Centre Managers
Check through the informal ballot papers.
Check through challenged ballot papers and rule them formal or informal. Note the decision on the back 'ADMITTED' or 'REJECTED', your initials and the date.

Check and count ballot papers

Election Officials
Check through each pile of ballot papers to ensure all are sorted to the correct first preference candidate.
Count ballot papers for each category (candidates and informals) into bundles of 50, plus a bundle for any remainder (attach a sticky note to the small bundle).
Pass each bundle to another election official to check.
When count is finished, wait for Voting Centre Manager's instructions.
If Voting Centre Manager finds a discrepancy, recount all bundles.
If there is still a discrepancy, check for any ballot papers that have been inadvertently put aside, placed in the Region ballot box or left in voting compartments. Do not search through rubbish bins.
NOTE: Discarded ballot papers found outside the ballot box must not be included in the count. Hand these to the Voting Centre Manager.

Prepare results

Election Officials
<p>This process is managed by the Voting Centre Manager (see below), however assistance at certain points from the election officials undertaking the count is required.</p>
Voting Centre Managers
<p>Use a <i>Result Slip–Used District Ballot Papers P581D</i> to record the number of first preference votes for each candidate. Attach it to the candidate's ballot papers with a rubber band. Have it signed by an election official and any scrutineers.</p>
<p>Complete a <i>Result Slip–Informal Ballot Papers P582</i>. Secure it with a rubber band to the informal ballot papers and have it signed by an election official and any scrutineers.</p>
<p>Enter each figure on the <i>First Preference Results–Voting Centre Manager–District P584</i>.</p>
<p>When all figures are known, check the total against the balance figure transferred from <i>Account of Ballot Paper VCM Ordinary Issuing Points P444</i>.</p>
<p>If there is a discrepancy, all bundles must be recounted.</p>
<p>If the final figures remain the same, check that no ballot papers have been inadvertently put aside, placed in the Region ballot box or remain in voting compartments. Do not search through rubbish bins.</p>
<p>If no further ballot papers are found, balance any discrepancy using the 'not returned' figure.</p>
<p>If the discrepancy is more than 1 for every 500 votes counted, conduct further checks of the voting centre and contact the Election Manager.</p>
<p>Telephone the first preference figures immediately to the Election Manager on the number in the Voting Centre Manager's Guide.</p>
<p><i>NOTE: Discarded ballot papers found outside the ballot box must not be included in the count. Refer to Part 2: Election day information for all officials for information about discarded ballot papers.</i></p>

TWO-CANDIDATE-PREFERRED COUNT

A two-candidate-preferred (2CP) count will be conducted in Districts where there are more than two candidates. It provides an indication of the likely outcome of the election, should a preference distribution be necessary. The VEC selects two candidates for the 2CP count after the close of nominations.

During this count the preferences on ballot papers for all other candidates will be distributed to the two selected candidates. This gives the total two-candidate-preferred result for the voting centre.

The 2CP count should be conducted in the presence of scrutineers (if any). It will begin after the Voting Centre Manager has telephoned the District first preference results to the Election Manager.

Before 6.00 pm, the Voting Centre Manager will select two experienced election officials to conduct the 2CP count. The procedure is set out below.

Issues with two-candidate-preferred results

While conducting a 2CP count, staff may find discrepancies with sorting (missort) or counting (miscounts) that occurred during the first preference count. Instructions on how to process these are included further down. Guidance on identifying missorts appears below.

Identifying missorts

A ballot paper should be considered a missort when:

- the paper is found to be informal
- the paper shows a first preference vote for a candidate other than that indicated on the result slip.

In such scenarios, these ballot papers should be sorted to the 'missorts' sorting card.

If, during the 2CP count ten or more missorts are identified ensure this is highlighted to the Voting Centre Manager who will consult with the Election Manager to determine how best to proceed.

Blanks next to a selected 2CP candidate's name

You might come across a ballot paper which has a blank next to one of the selected 2CP candidates' names. In such cases, check the formality of the paper. Remember, a ballot paper is still considered formal where one box is left blank and it would logically have contained the last preference (i.e. with six candidates, the number 6 may be omitted). If this is the case and the ballot paper is therefore considered a formal vote, the ballot paper should be sorted to the other selected 2CP candidate.

Procedure for two-candidate-preferred count

Actions

Set aside the first preference ballot papers for the selected 2CP candidates, and the informal ballot papers, as they are not needed at this stage.

Have both the *First Preference Results P584* and *Two Candidate Preferred Count–District P540* in front of you. Transfer the total number of first preference votes for each of the selected 2CP candidates from the *P584* to the *P540*, in the space provided below each 2CP candidate's name.

Proceed to record the first preference figures recorded for each of the candidates on the *P584* whose votes are to be distributed in the space provided on the *P540*, as well as the total informal votes.

Set out the *Candidate Sorting Cards P580* for the selected 2CP candidates; and an additional *Sorting Card* for MISSORTS.

Undertake the steps below for each of the candidates to be distributed one at a time, in ballot paper order.

- Examine the ballot papers of the candidate being distributed to determine which of the two selected candidates has received the higher preference, i.e. has the lower number beside their name. Place each ballot paper against the sorting card for the preferred candidate.

Remember: Lower number = Higher preference.

- If any missorted ballot papers are discovered, place them against the MISSORTS sorting card. Monitor the MISSORTS pile, and if it looks like the number of missorts is getting high given the number of votes being distributed, bring this to the attention of the Voting Centre Manager (as a guide, a total of 10 missorts for a single candidate is considered high).
- Once all of the candidate's ballot papers have been distributed, count the number of ballot papers determined to be missorts. Record the results on the *P540*. If there were 10 or more missorts detected, alert the Voting Centre Manager as the first preference results may need to be amended.
- Count the number of ballot papers allocated to each of the two selected candidates and record those on the *P540*.
- On the *P540*, total across the line and ensure that the number of ballot papers distributed balances with the original first preference tally for that candidate. If any lines do not balance, you may have identified a miscount. Notify the Voting Centre Manager, and check-count each pile of ballot papers.
- As each candidate has been distributed and tallied, re-bundle their ballot papers, placing any missorted ballot papers on top, and re-attach the candidate's results slip.

When ballot papers for all candidates have been dealt with, complete the two-candidate preferred totals at the bottom of the *P540* form, add the number of informal ballot papers to the total ballot papers distributed and enter the balance figure before handing the *P540* to the Voting Centre Manager.

The Voting Centre Manager will telephone the results through to the Election Manager.

Missorts found during a 2CP count

- If a few missorted ballot papers are discovered, Voting Centre Managers are instructed not to alter first preference count result slips.
- If a large number are detected (10 or more against one candidate), the Voting Centre Manager must telephone the Election Manager to report the error. If you become aware of a high number of missorts during the count it is best to alert the Voting Centre Manager immediately rather than waiting until all candidate preferences have been distributed.
- The standard procedure for handling 10 or more missorts is set out below, however Voting Centre Managers should be sure to check in with the Election Manager prior to commencing this process.

Actions
Inspect missorted ballot papers to confirm they belong in the missorts pile.
Amend <i>Result Slip P581D</i> and/or <i>P582</i> by: <ul style="list-style-type: none"> • subtracting ballot papers incorrectly allocated to candidate • adding ballot papers to candidate or informal bundle to which they should have been allocated.
Amend first preference/informal results on <i>First Preference Results-VCM-District P584</i> and give new figures to the Election Manager.
Conduct the 2CP count using the corrected sorting of ballot papers, and complete <i>Two Candidate Preferred Count-VC P540</i> ensuring the number of informals and total balance equal those on the amended <i>P584</i> .

Miscounts found during a 2CP count

If during the 2CP count **any** miscounted (not missorted) first preference results are discovered, Voting Centre Managers **must** amend first preference count result slips for affected candidates to rectify the error. Voting Centre Managers will also need to amend the first preference results on the *First Preference Results-VCM-District P584* and give these new figures to the Election Manager when phoning through the 2CP count results.

FIRST PREFERENCE REGION COUNT

Sort ballot papers

Actions

Region ballot papers should first be sorted into five piles:

- one for each of the two anticipated biggest groups marked above the line - ATL
- one for all other groups marked above the line - ATL
- one for papers marked below the line - BTL
- one for those that are obviously informal.

ATL
Party 1

ATL
Party 2

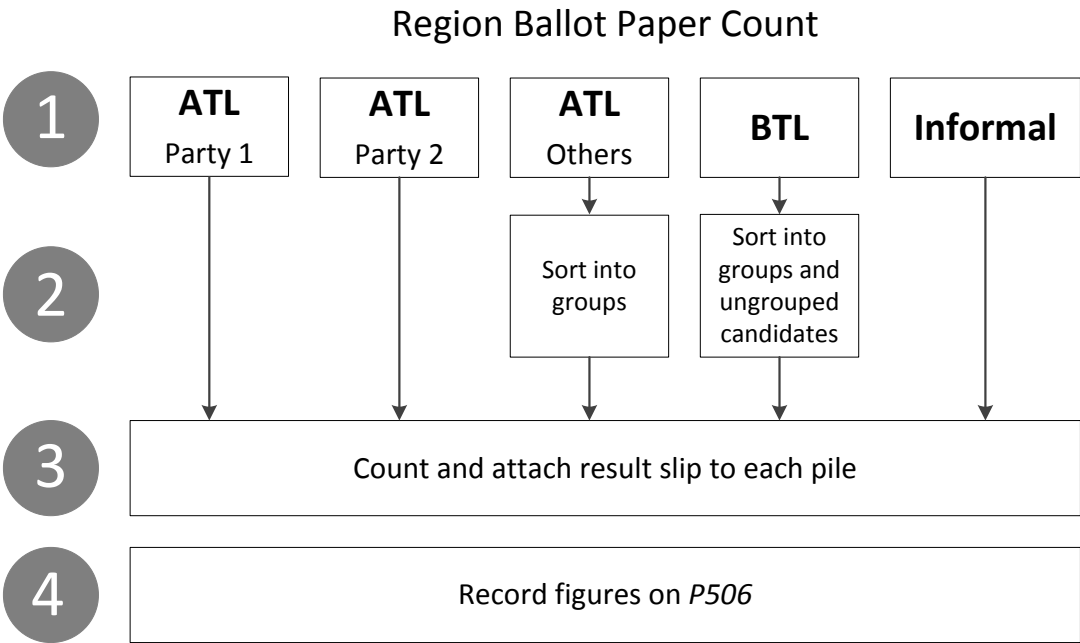
ATL Others

BTL

Informal

Ballot papers marked both above- and below-the-line should initially be placed in the below-the-line pile.

The piles for ATL Others and BTL will require further sorting into groups, as shown in the diagram below.



Above-the-line ballot papers

Election Officials
The piles for 'ATL Party 1' and 'ATL Party 2' need no further sorting, and are to be checked, counted and have results slips attached, as indicated below.
Prepare <i>Sorting Cards</i> for each Other above-the-line group.
Sort the formal ballot papers in the 'ATL Others' pile to each group according to the number 1 (one) shown in the box above the line.
Check the sorting.
Count ballot papers into bundles of 50 for each group, plus a bundle for any remainder (attach a sticky note to the small bundle).
Prepare a <i>Result Slip–Used Region Ballot Papers P581R</i> for each group: <ul style="list-style-type: none"> • write the group's name and the number of first preference votes • circle ATL • attach the slip to the group's bundle of ballot papers • sign the slip
Scrutineer also signs (if any present).
Voting Centre Managers
Enter these figures next to the appropriate group on the <i>First Preference Results–Voting Centre Manager–Region P585</i>

Below-the-line ballot papers

Election Officials
Prepare sorting cards for all below-the-line groups and any individual ungrouped candidates.
When the first preference i.e. the number 1 (one) , appears against a candidate in a group, sort the formal ballot papers to the group .
Sort all ungrouped candidates individually to their sorting card.
For each group and each ungrouped candidate count ballot papers into bundles of 50 plus a bundle for any remainder (attach a sticky note to the small bundle).
Prepare a <i>Result Slip–Used Region Ballot Papers P581R</i> for each group or ungrouped candidate: <ul style="list-style-type: none"> • write the group's name and the number of first preference votes • circle BTL

- attach the slip to the appropriate group's bundle of ballot papers
- sign the slip
- Scrutineer also signs (if any present).

Voting Centre Managers

Enter these figures next to the appropriate group or ungrouped candidate name on the *First Preference Results–Voting Centre Manager–Region P585*.

Informal ballot papers

Election Officials

Count into bundles of 50, plus a bundle for any remainder (attach a sticky note to the small bundle).

Write the number of informal ballot papers on the *Result Slip–Informal Ballot Papers P582* and attach it to the bundle of ballot papers.

Voting Centre Managers

Enter the figure for 'Informal Ballot Papers' in the *First Preference Results – Voting Centre Manager–Region P585*.

Finalising the Region count

Election Officials

Wait to hear if the Voting Centre Manager's numbers balance.

If the Voting Centre Manager's numbers do not balance:

- check that no ballot papers have been left in voting compartments (discarded). Do not search rubbish bins.
- carefully recheck numbers in the bundles for each group or candidate and the informals.

Voting Centre Managers

Check that the number of ballot papers counted (formal and informal) equals the balance figure transferred from *P444*.

If it does not balance, check for overlooked ballot papers.

If none are located, recheck numbers of ballot papers in bundles.

If discrepancy remains after careful checking, record the difference as not returned.

Immediately telephone these figures to the Election Manager on the number provided in the Voting Centre Manager's folder.

PART 6: APPENDICES

APPENDIX 1: JOINT VOTING CENTRES

APPENDIX 2: ELECTION OFFICIALS ROLES AND DUTIES

APPENDIX 3: FORMS

APPENDIX 4: QUEUE MANAGEMENT

APPENDIX 5: USING THE TELEPHONE INTERPRETING SERVICE

APPENDIX 6: EMERGENCY MANAGEMENT AND OCCUPATIONAL HEALTH AND SAFETY

APPENDIX 7: FORMALITY OF BALLOT PAPERS

APPENDIX 1: JOINT VOTING CENTRES

Joint voting centres may be established on or close to a boundary between two or more Districts. The District where the voting centre is located will be the host District.

The successful operation of a joint voting centre depends on a spirit of cooperation between the respective Voting Centre Managers and their staff.

Ordinary voting

Each District will have a Voting Centre Manager and a number of staff calculated to meet the estimated demand from electors for their District.

Each District in the joint voting centre will operate independently for ordinary voting. There will be separate ballot boxes, and the counts are conducted separately.

The host Voting Centre Manager is responsible for:

- contacting the voting centre owner
- contacting the building management to arrange access on election eve and election day
- building security and key return.

The **non-host** Voting Centre Manager is responsible for:

- assisting the host Voting Centre Manager to set up the voting centre
- ordinary voting (for their District).

Both Voting Centre Managers are responsible for:

- smooth flow of electors through the voting centre
- clearing and tidying the voting centre at the end of the day.

Setting up the voting centre

The Election Manager will provide a suggested layout for the voting centre. There may also be extra signs and District maps to help guide electors to the appropriate area. The host Voting Centre Manager will be given the name and contact number of the Voting Centre Manager(s) of the other District(s) sharing the centre. Voting Centre Managers should coordinate entry to and set-up of the voting centre.

Declaration voting

Joint voting centres have a single area for issuing declaration ballot papers. This will be staffed by the host District, and managed by the Assistant Voting Centre Manager for that District.

Declaration staff **should not issue absent votes for Districts sharing the voting centre**. Instead, they should direct electors to the appropriate area for an ordinary ballot paper.

Queue Controller/Voting Centre Liaison Officer

The host District has overall responsibility for tasks managed by Queue Controllers and Voting Centre Liaison Officers.

APPENDIX 2: ELECTION OFFICIALS ROLES AND DUTIES

Roles and duties

Voting Centre Manager

The Voting Centre Manager has overall responsibility for the management of the voting centre on election day. Voting Centre Managers must ensure that procedures are carried out in accordance with the instructions in this manual.

Assistant Voting Centre Manager

Assistant Voting Centre Managers are appointed in voting centres with four or more issuing points to assist the Voting Centre Manager. They are specially trained and able to:

- supervise and relieve Declaration Issuing Officers
- oversee or conduct the two-candidate-preferred count.

Ordinary Issuing Officer

Issues ballot papers to electors who are attending a voting centre in the District for which they are enrolled. Ordinary Issuing Officers:

- account for all ballot papers and keep them secure at all times
- keep scannable rolls secure
- mark the scannable roll correctly
- correctly issue ballot papers to electors
- complete and sign all required documentation
- assist electors to complete Elector Information Report P1081.

Declaration Issuing Officer

Declaration Issuing Officers issue declaration votes to electors: who are attending the voting centre from outside their enrolled electorate (absent); whose names do not appear on the roll (provisional); who have already been marked off the roll, but declare they have not already voted (marked-as-voted). Declaration Issuing Officers:

- attend a training session
- account for all ballot papers and keep them secure at all times
- keep laptops and tablets secure
- establish the correct District and Region of the elector by referring to the electronic roll on laptop or tablet
- correctly issue declaration votes
- ensure declaration envelopes are fully completed and signed by the elector and election official
- complete and sign all required documentation
- assist electors to complete Elector Information Report P1081
- assist electors to update their enrolment.

The Voting Centre Manager will perform this role in a single issuing point voting centre.

Ballot Box Guard

Supervises ordinary ballot boxes and directs electors to the correct ballot box. Ballot Box Guards:

- ensure all completed ballot papers are placed in the ballot box
- ensure **only** ballot papers are placed in the ballot box
- direct electors to the ballot box then to the correct exit
- ensure the security of the ballot box at all times
- never leave the ballot box unattended.

Queue Controller

Manages elector queues and acts as point of contact for questions and assistance. Works in collaboration with Voting Centre Liaison Officer to ensure all voter access needs are attended to. Queue Controllers are required to be friendly and helpful and to:

- wear the visibility vest
- greet electors with good morning/afternoon
- direct electors from other Districts to the declaration issuing point
- direct ordinary electors to the next available issuing point, establishing mini-queues at each issuing point
- identify electors with special needs, and provide assistance where necessary, e.g. bring an elderly elector forward in the queue or provide a seat
- advise queuing electors to mention if they need assistance. (e.g. low-level voting compartment, maxi pencils, interpreters, etc.)
- direct families with the same family name to the same issuing point
- ensure electors are not queuing in the rain
- manage long queues using some of the hints above and apologise for the delay.

Voting Centre Liaison Officer

Voting Centre Liaison Officers are required to:

- undertake election official duties as required
- regularly monitor the outside of the Voting Centre to ensure that legislative requirements regarding placement and distribution of campaign material are being met
- liaise and respond to any candidate/party worker queries in meeting legislative requirements
- ensure co-operative and respectful interactions between voting centre staff, party workers and candidate helpers
- resolve any potential disputes by applying a customer service and common-sense approach
- escalate any issues that cannot be resolved from candidate/party workers to the Voting Centre Manager
- assist Queue Controllers in managing queues, answering questions and providing assistance to voters
- other duties, as directed.

Relief Officer

Relief Officers provide assistance with the following roles: Ordinary Issuing Officer; Ballot Box Guard; Queue Controller. Relief Officers are required to:

- assist electors with general queries
- replace election officials during breaks
- help keep the voting centre tidy.

Support Officer

Support Officers:

- work from 8.30 am to 1.00 pm
- perform any role in the voting centre, (other than that of the Voting Centre Manager, Assistant Voting Centre Manager, Voting Centre Liaison Officer, Declaration Issuing Officer or Queue Controller), as directed by the Voting Centre Manager.

Count Support Officer

Count Support Officers assist with unfolding, determining formality, sorting and counting of ballot papers. Count Support Officers:

- work from 5.30 pm to 10.00 pm
- assist with voting centre activities as directed by the Voting Centre Manager.

Voting Centre Assistant

Voting Centre Assistants help with unfolding ballot papers and packing up the voting centre.

Voting Centre Assistants:

- work from 5:00 pm to 9:30 pm
- assist in the unfolding of ballot papers from the ballot boxes
- place ballot papers into stacks, but not to sort to preferences
- assist in folding and stacking all cardboard furniture
- assist with other duties as directed.

Voting Centre Assistants **are not** permitted to count ballot papers and cannot check the formality of ballot papers.

Special staff

Some voting centres are allocated additional staff in response to particular events or circumstances in the area. These staff can be used for any roles other than declaration or management tasks.

Election Liaison Officer***Before election day***

Election Liaison Officers are required to:

- read the Voting Centre Manager's Guide and Election Official's Manual
- attend Voting Centre Manager training
- assist with Voting Centre Manager training if required
- attend voting centres on election eve to observe the setting-up of voting centres if required.

On election day

Election Liaison Officers provide support and assistance to Voting Centre Managers on election day. Their role is critical to overseeing procedural accuracy at each voting centre and facilitating a quick response to requests for support or additional resources. Election Liaison Officers are required to:

- carry a full set of registered how-to-vote cards provided by the Election Manager
- visit voting centres as directed by the Election Manager
- ensure correct procedures are being followed in voting centres and complete the *Election Liaison Officer Checklist for Election Day P1095*
- provide support and assistance to Voting Centre Managers as required
- deliver additional electoral material as required
- assist with the delivery and receipt of election material to the election office on election night, if required
- complete reports on voting centres and staff.

Assessment of election officials

Election officials (including Assistant Voting Centre Managers) will be assessed by the Voting Centre Manager.

The Voting Centre Manager will observe all election officials as they carry out their tasks and make an assessment at the end of the night using the rating scale and descriptors below:

Rating	Descriptor
3	Exceeded requirements
2	Met requirements
1	Improvement required
0	Not Assessed (did not attend work)
NA	Not applicable

Election Liaison Officers and Election Managers will assess Voting Centre Managers (details in the *Voting Centre Manager's Guide*).

Election officials may request details of their evaluation and be advised of the reasons for the assessment.

APPENDIX 3: FORMS

The following pages show examples of forms used by Election Officials.

These include:

1. *Elector Information Report P1081*
2. *Account of Ballot Papers—Ordinary Issuing Officer (sRoll) P1041*
3. *Account of Declaration Ballot Papers—Total for Voting Centre P442*
4. *Account of Declaration Votes—Worksheet for Voting Centre P443*

Elector Information Report P1081

Elector Information Report**THIS INFORMATION DOES NOT CHANGE THE ELECTOR'S NAME AND ADDRESS ON THE ROLL****Particulars of Elector – USE BLOCK LETTERS**Surname Jones Date of Birth 21/9/89Given Names AmandaEnrolled Address 32 Browns Rd
Ballarat

Postal Address (if different)

Signature of elector Pam Jones Pam Jones Today's Date 24/11/18
(or elector's representative – in this case, also print name)Business hours phone no 0404 012 123**If one of the following categories applies, tick and provide elector details below****A ☒ Excuse for non voting**

The elector named above is unable to vote because he/she is Overseas/Interstate.

Location GreeceDate left 1/10/18 Date return 20/12/18**B ☐ Deceased voter**

The elector named above is deceased. Date of death (if known)/...../.....

C ☐ Other - Please provide as much detail as possible......
.....
.....**OFFICE USE ONLY**Name of Election Official Peter Official Today's Date 24/11/18
(BLOCK LETTERS)Voting Location Name Bunninyong

Account of Ballot Papers—Ordinary Issuing Officer (sRoll) P1041**Account of Ballot Papers**

ORDINARY ISSUING OFFICER
BPs issued using Scannable Roll
(sRoll)

Electorate	Oakleigh
Voting Location	Central
Issuing Point	1

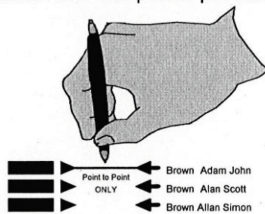
Account of Ballot Papers

Your Voting Centre Manager will allocate ballot papers to your issuing point. To ensure that you correctly balance in column (8) at the end of the day, you must count **every** ballot paper allocation received during the day and tick the box below to indicate that the number has been checked and confirmed. District and Region ballot papers are to be counted as one ballot paper.

(1) 1st Ballot Paper Allocation	(2) ADD 2nd Ballot Paper Allocation	(3) ADD 3rd Ballot Paper Allocation	(4) LESS Ballot Papers Re-allocated	(5) TOTAL Allocated to this Issuing Point	(6) LESS Spoilt Ballot Papers*	(7) LESS Unused Ballot Papers	(8) TOTAL Ballot Papers issued from this Issuing Point
300	100	100	—	500	2	53	445
Checked <input checked="" type="checkbox"/>	Checked <input checked="" type="checkbox"/>	Checked <input checked="" type="checkbox"/>	Checked <input type="checkbox"/>		*From Spoilt BP Pairs Dist/Reg Envelope P942		

How to Mark the Scannable Roll

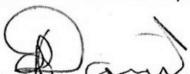
Before issuing a ballot paper to an elector, you must make a mark on this list next to the elector's name. Use the pencil provided to join the space between the arrowheads.

**How to take care of the roll**

- DO NOT rule through the voter's name;
- DO NOT allow pages of the roll to curl or fold;
- DO NOT use the pencil as a pointing device – as this causes faint marks on the roll;
- DO NOT use adhesive tags or Post-it Notes to alphabetize the roll as glue residue can cause pages to stick together;
- DO NOT mark voter on the roll if they hand in a postal vote. Returned postal votes are electronically marked off the roll at the Election Office;
- DO NOT add any notation; and
- DO NOT have food or drinks on the issuing table.

When marking a voter, a line must be drawn straight between the triangles; excessively bent lines can mark the name below or above off the roll instead of the correct name.

Keep each roll to its table and only use those ballot papers allocated to that roll – DO NOT share ballot papers or rolls between tables.


SIGNATURE (Election Official)

Date 29/11/14.

Account of Declaration Ballot Papers–Total for Voting Centre P442**Account of Declaration Ballot Papers****TOTAL** for Voting Centre

Electorate	CAULFIELD
Voting Location	BERTIE

Initial Allocation of Ballot Papers (1 x District/Region Paper = 1 Ballot Paper)To include all absent sets and blank sets in the voting centre. Check with Voting Centre Manager.

ABSENT BALLOT PAPERS (880 papers per set)	BLANK BALLOT PAPERS (80 papers per set)	OWN DISTRICT BALLOT PAPERS (Should = fig (Z) on P1045)	OTHER DISTRICT/S (if applicable)	TOTAL INITIAL ALLOCATION
1760	80	50 (Z)	20	1910 (O)

Discarded Ballot Papers	
District	Region
—	1

Account of Ballot Papers

(from P443)									
TOTAL INITIAL ALLOCATION OF BALLOT PAPERS (from O above)	ADD Further Ballot Paper Allocations	LESS Ballot Papers Re-Allocated from the Dec Table	TOTAL Allocated to Declaration Voting	LESS Spoilt	LESS Issued Absent Ballot Papers (P)	LESS Issued Absent Envelopes (Q)	LESS Issued MAV (R)	LESS Issued Provisional (S)	TOTAL Unused (T)
1910 (O)	—	—	1910	3	147	—	—	33	1727


 Date 28/11/18
 SIGNATURE (of individual completing form)


 Date 28/11/18
 SIGNATURE (Voting Centre Manager)

P442 PRINT ON BLUE PAPER

Victorian Electoral Commission 

Account of Declaration Votes–Worksheet for Voting Centre P443

Account of Declaration Votes**WORKSHEET** for Voting Centre

Electorate	CAULFIELD
Voting Location	BERTIE

		Write figures clearly as the election office uses this data					
DISTRICT	Absent Counterfoils and/or eRoll Total	Absent District BPs (P)	Absent Region BPs	Absent Envelopes (Q)	MAV Envelopes (R)	Provisional Envelopes (S)	Postal envelopes
Albert Park		8	8				
Altona							
Bass							
Bayswater		7	7				
Bellarine							
Benambra							
Bendigo East		2	2				
Bendigo West		1	1				
Bentleigh		4	4				
Box Hill							
Brighton		9	9				
Broadmeadows							
Brunswick							
Bulleen		12	12				
Bundoora							
Buninyong							
Burwood		14	14				
Carrum							
Caulfield						25	1
Clarinda		2	2				
Cranbourne							
Croydon							
Dandenong		1					
Eildon							
Eltham							
Essendon		8	8				
Euroa							
Evelyn							
Ferntree Gully		2	2				
Footscray		1	1				
Forest Hill							1
Frankston		1	1				
Geelong							
Gembrook							
Gippsland East		9	9				
Gippsland South							
Hastings							
Hawthorn		4	4				
Ivanhoe		1	1				
Kew		6	6				
Keysborough							
Kororoit							
Lara		1	1				
Sub Total 1		93	92			25	2

		Write figures clearly as the election office uses this data					
DISTRICT	Absent Counterfoils and/or eRoll Total	Absent District BPs (P)	Absent Region BPs	Absent Envelopes (Q)	MAV Envelopes (R)	Provisional Envelopes (S)	Postal envelopes
Macedon		1	1				
Malvern		5	5				
Melbourne							
Melton							
Mildura						4	
Mill Park		7	7				
Monbulk		1	1				
Mordialloc							
Mornington		9	9				
Morwell							
Mount Waverley							
Mulgrave							
Murray Plains		2	2				
Narracan							
Narre Warren North							
Narre Warren South							
Nepean		1	1				
Niddrie		1	1				
Northcote							
Oakleigh		3	3				
Ovens Valley							
Pascoe Vale		2	2				
Polwarth						1	
Prahran							
Preston							
Richmond							
Ringwood		2	2				
Ripon							
Rowville							
Sandringham		1	1				
Shepparton							
South Barwon		4	4				
South-West Coast		2	2				
St Albans						2	
Sunbury							
Sydenham		1	1				
Tarneit		6	6				
Thomastown		3	3				
Warrandyte							
Wendouree							
Werribee		1	1				
Williamstown		2	2				
Yan Yean							
Yuroke						1	
Sub Total 2		54	54			8	0
Sub Total 1 (from previous page)		93	92			25	2
GRAND TOTAL		147	146			33	2

APPENDIX 4: QUEUE MANAGEMENT

Queues both inside and outside of the voting centre need to be managed to ensure electors move as quickly as possible to the appropriate Ordinary Issuing Officer, or to a Declaration Issuing Officer, and to ensure voters requiring assistance are provided with appropriate support.

Queue Controllers have primary responsibility for queue management. Voting Centre Liaison Officers may provide assistance to Queue Controllers in managing longer queues and attending to voter queries as time allows. The Queue Controller and the Voting Centre Liaison Officer provide points of contact for questions and assistance from voters.

Queues need to be checked regularly, bringing electors requiring a declaration vote out of the line of ordinary voters and into the declaration voting queue.

Where longer queues start to form at the voting centre it may be necessary to reassure electors as to how long they may be required to wait – Queue Controllers therefore need to have a good understanding as to possible wait times by monitoring how quickly electors are transitioning through the voting centre.

As one of the customer service faces of the VEC, Queue Controllers are required to be friendly and helpful and to:

- wear the visibility vest
- greet electors with good morning/afternoon
- treat all people equally and respectfully
- direct ordinary electors to the next available issuing point, establishing mini-queues of 2-3 electors at each issuing point
- direct electors from other Districts to the declaration issuing point
- direct groups of electors with the same surname together to the same issuing point
- identify electors with special needs, and provide assistance where necessary, e.g. bringing elderly electors forward in the queue, or providing a seat close to the entrance
- bring to the front of the queue anyone on a walking frame, crutches, or who appears to be having difficulty standing
- advise queuing electors to mention if they need assistance. (e.g. low-level voting compartment, maxi pencils, interpreters, magnifiers, etc.)
- be clear and concise when providing information, including directions (e.g. don't point or use words such as 'over there')
- ask people if they would like assistance, without assuming it will be needed
- speak directly to the person, even if they are being assisted/accompanied by someone else
- face the person, use everyday speech and speak clearly, at the speed and level of voice you use normally
- if a person has obvious vision difficulties (e.g. has a guide dog):
 - explain what is happening, e.g. after their name has been asked, explain that the roll is being searched and will just take a minute
 - offer assistance and ask if they need a guide to get them to the voting screen

- ask if they would like to take your arm, or are okay just to follow. If they want to take your arm, guide them to take your elbow. Let them know which side you are offering
- ensure, where possible, electors are not queuing in the rain – this may require forming snaking queues within the venue
- manage long queues using some of the hints above and apologise for the delay.

Assisting electors for whom English is not a first language

Prior to commencement of voting, the Voting Centre Manager will have clearly identified any voting centre staff who speak languages other than English. These staff members will wear a sticker corresponding to their language(s). These staff members can be called upon by the Queue Controller to assist electors for whom English is not a first language.

Possible disturbances during voting

If a disturbance occurs, either within the voting centre or outside the premises, follow these steps:

- attempt to resolve the matter in a sensible manner
- if this is not effective, ask the Voting Centre Manager to assist with resolving the matter
- if the disturbance continues, the Voting Centre Manager will consult the Election Manager
- if necessary, the offender can be removed from the voting centre by a police officer
- details about any significant incident (i.e. an incident that was not quickly or easily resolved) should be documented in the voting centre Complaints and Issues report in the Voting Centre Manager's Return folder. Witness statements should be obtained for the report, if possible.

In any situation of this sort, common sense should prevail.

Close of voting

When the doors to the voting centre are closed at 6.00 pm sharp, any elector inside the voting centre is entitled to vote. If it is not possible for all electors to be inside and there is a queue, an election official must join the end of the queue at 6.00 pm sharp and no further persons are to be allowed to join the queue.

Voting centres without a Queue Controller

For any voting centres not allocated a Queue Controller the above should be undertaken by one or more staff nominated by the Voting Centre Manager.

APPENDIX 5: USING THE TELEPHONE INTERPRETING SERVICE

Interpreting Service

To connect to a telephone number:

Step	Action
1	Use the numbers from the list below to identify and dial the phone number that corresponds to the language the person you are assisting requires.
2	Enter the VEC pin number – 14965
3	When asked for an authorisation code – press #
4	When asked for a client reference number – press #
5	Enter 1, 2 or 3 to select the particular language the person requires. The system will confirm your language selection. If it is not correct, your call can be transferred to a Customer Service Representative for assistance.
6	Once connected to the telephone interpreter, proceed to talk to the person you are assisting and the telephone interpreter. If the call drops out for any reason, when you call back you can ask a Customer Service Representative to reconnect you to the same interpreter.

Telephone interpreting connections

(03) 9280 1901	(03) 9280 1903	(03) 9280 1905	(03) 9280 1908
Vietnamese - 1 Bosnian - 2 Amharic - 3	Turkish - 1 Polish - 2 Khmer - 3	Italian - 1 Macedonian - 2 Cantonese – 3	Dari - 1 Dinka - 2 Sudanese – 3
(03) 9280 1902	(03) 9280 1904	(03) 9280 1906	(03) 9280 1909
Greek - 1 Somali - 2 Korean - 3	Arabic - 1 Serbian - 2 Mandarin - 3	Spanish - 1 Croatian - 2 Russian - 3	Persian - 1 Burmese - 2 Thai – 3
03 9280 1907 All other languages			

APPENDIX 6: EMERGENCY MANAGEMENT AND OCCUPATIONAL HEALTH AND SAFETY

The voting centre

During an emergency the Voting Centre Manager will assume responsibility as the person in charge (Chief Warden).

The primary duty of the Voting Centre Manager is to ensure, so far as is reasonably practicable, the health and safety of election staff, voters and other persons, and where necessary their orderly evacuation to a safe place.

Voting centre staff – emergency contact details

Emergency contact details for Voting Centre staff are available via EONetwork. If a staff member experiences a medical emergency and their emergency contact needs to be reached, the Voting Centre Manager will contact the Election Manager to request contact details.

Emergency action plan

Voting Centre Managers will be provided with an emergency action plan that clearly sets out the steps to be followed should an emergency occur. Before the voting centre opens Voting Centre Managers will establish an evacuation assembly area close to the centre to be used in case of an emergency where an evacuation is required. The foot of the action plan will have details of the evacuation assembly area, and the action plan will be affixed near each building exit.

It is essential that all voting centre staff are familiar with the plan and evacuation assembly area.

Emergency response

At all times remain calm to prevent unnecessary alarm to other election officials and the public.

In the case of any emergency the Voting Centre Manager or delegated staff member should (calling from landline where possible) dial 000 and ask for either:

- Police
- Fire Brigade or
- Ambulance

The operator should be given the following information:

- Address with nearest cross street (identify before emergency is required and make sure all staff aware of this information)
- Nature of the emergency
- Details of any injuries

Provide any other information requested by the operator. Emergency services attending the site will assume control of the emergency.

Below are some guidelines covering types of emergencies that may arise at election venues.

Fire/Smoke	<ul style="list-style-type: none"> Remove anyone in immediate danger – <u>if safe to do so</u> Call fire brigade (dial 000) or activate break glass alarm (where provided) Attempt to control and extinguish fire – <u>if trained and if safe to do so</u> Notify Election Manager Standby for further instructions and prepare to evacuate building
Evacuation	<ul style="list-style-type: none"> The Voting Centre Manager (or Chief Warden) will make the decision to evacuate (or not) On advice from the Voting Centre Manager (or Chief Warden) begin to evacuate in an orderly manner to nominated Assembly Area A thorough sweep (checking of rooms, toilets etc.) of the venue should be conducted and doors closed before leaving building Conduct roll call and remain at Assembly Area until told otherwise
Medical Emergency	<ul style="list-style-type: none"> Check surrounding area for danger or threatening situation, keep people away from area First aider(s) (if on-site) – provide treatment to person Contact emergency services (dial 000) Notify Election Manager Assist attending ambulance crews, as required
Security Threat	<p>Do not do anything that can place yourself or others in danger of physical attack</p> <ul style="list-style-type: none"> Restrict entry into the area if possible – lock doors Contact Police (Dial 000) – inform them of situation If safe to do so, make observations from safe distance – obtain description of offender (physical appearance, mannerisms, verbal threats, weapons etc.) Protect others from harm – if safe to do so Notify Election Manager of type of emergency <p>If confronted by an armed offender</p> <p>Escape - Escape to a place of safety. If there's nowhere to go, then:</p> <p>Hide - Turn your phone to silent and turn off vibrate. Barricade yourself in if you can.</p> <p>Tell - Tell the police. Dial 000 when it is safe to do so.</p>

Aggressive confrontation	<p>Do not do anything that can place yourself or others in danger of physical attack</p> <ul style="list-style-type: none"> • Restrict entry into the area if possible – lock doors • Contact Police (Dial 000) – inform them of situation • Attempt to confine any demonstrators/agitators to the external precinct of the office • Attempt to restrict any contact between demonstrators and other election officials, and members of the public - <u>where feasible and safe to do so</u> • Notify Election Manager of type of emergency <p>If confronted by an aggressive person</p> <ul style="list-style-type: none"> • Remain calm • Do not speak unless spoken to, and then only as necessary • Do as the aggressor demands – <u>if safe to do so</u> • Do not be argumentative or make any suggestions to the aggressor • Try to be observant - take note of the aggressor's mannerisms, appearance and clothing.
Suspicious parcel or items	<ul style="list-style-type: none"> • Do not touch or move the item • Prevent any unauthorised persons accessing the area • Try to locate the owner of the item(s) by making appropriate inquiries • Clear the immediate area and prevent access to the item • Cover any contaminant with some suitable item such as an upturned waste receptacle, plastic sheet, blanket or coat if practicable • Contact Police (Dial 000) – inform them of situation • Where applicable, turn off air-conditioners • Notify Election Manager of type of emergency
Internal Emergency (e.g. power, gas)	<ul style="list-style-type: none"> • Remove any person in immediate danger – <i>if safe to do so</i> • Contact emergency services (Dial 000) • Notify Election Manager of type of emergency • <u>If safe to do so</u> – isolate affected services (Electrical, Gas, Water etc.) • Standby for further instructions and prepare to evacuate building
Bomb Threat	<ul style="list-style-type: none"> • Keep caller on the phone for as long as possible, gather as much information as possible (<u>DO NOT HANG UP THE PHONE</u>) • Notify other staff members of bomb threat via written note or hand signals • Contact Police (Dial 000) – inform them of situation • Do not touch any suspicious objects/parcels/packages etc. • Standby for further instructions and prepare to evacuate building

	<ul style="list-style-type: none"> • Staff member to inform Election Manager
External Emergency	<ul style="list-style-type: none"> • If applicable – contact emergency services (Dial 000) and advise of current situation • Report external situation to Election Manager • Monitor external situation – standby to either ‘Shelter In Place’ within or to evacuate building • Follow any instructions provided by emergency services

Occupational health and safety

The VEC is committed to providing a safe and healthy environment for work in accordance with the *Occupational Health and Safety Act 2004*.

The VEC acknowledges that OH&S is both an individual and shared responsibility for all people within voting centres.

Roles and responsibilities

The Voting Centre Manager is responsible for:

- Ensuring staff are working safely and they receive the appropriate information, instruction, and training necessary for them to perform work safely and information on the known hazards to which they are exposed
- Counselling staff in safety compliance as required
- Ensuring incidents are investigated and corrective action is taken
- Performing the role of Chief Warden in an emergency situation where the election office is not within a managed building
- Reporting any health and safety concerns or unsafe conditions to the Election Manager

Appointees are responsible for:

- Working safely at all times to protect their own health and safety, and the health and safety of everyone who is at the workplace
- Complying with workplace health and safety procedures and encouraging others to do so
- Cooperating with, supporting and promoting OH&S in the workplace
- Reporting any health and safety concerns or unsafe conditions that come to their attention to their immediate supervisor or the Voting Centre Manager.

Known hazards

Fatigue

Fatigue can lead to impaired work performance, such as the reduced ability to:

- concentrate and avoid distraction
- make decisions
- remember and recall events and their sequences
- maintain vigilance
- control emotions

- appreciate complex situations
- recognise risks
- coordinate hand-eye movements
- communicate effectively.

Fatigue can lead to:

- increased error rates
- slower reaction times
- increased likelihood of accidents and injuries.

Solutions to reduce fatigue may include:

- ensuring all staff have breaks for rest and refreshment at regular intervals
- setting start times that allow for an adequate break between work shifts, at least 8 hours minimum
- arranging a change or rotation of duties, especially a rotation from tasks that involve long periods of standing or manual handling; however this option is sometimes limited.

Work Areas

- Clean up wet areas immediately and ensure signage is placed to warn others of wet surfaces
- Use caution in areas like the foyer, bathrooms and recently mopped areas
- Slow down to negotiate corners, and areas of low visibility
- Keep workspaces clear and ensure safe storage of scissors and sharp objects
- Identify uneven surfaces in entrances or exits, and clearly mark these with warning signs. If possible set-up office so these areas are avoided
- Secure or tape down electrical cords and ensure that mats and steps do not pose a trip hazard
- Ensure that adequate lighting is available for night time work and access to car parking or street parking.

Manual Handling

- Do not over pack boxes making them too heavy to carry
- Stand and stretch regularly to avoid muscle strain
- Use the 'caution heavy item' labels when appropriate
- When loading vehicles ensure material is packed securely in cargo areas
- Do not lift heavy items or furniture without assistance
- Follow the **SMART** principles when manual handling

S Size up the load/do not attempt to lift by yourself if the load is heavy or awkward.

M Move in close and make certain that your balance is good. Feet should be shoulder width apart.

A Always slightly bend at your knees, hips and spine.

R Raise the object with your legs, keep spine in the same position and raise your head.

T Turn by moving on your feet, avoid twisting movements.

Emergency Alert

Emergency Alert is a telephone warning system that emergency services can use to send alerts to communities via landline telephones based on the location of the handset, and to mobile phones.

The Voting Centre Manager or delegate should also ensure they are aware of activities in their area by other means. For example obtaining regular updates from website www.abc.net.au/news/emergency/state/vic and listening to local ABC radio; and download the CFA's FireReady App for fire updates.

Incident investigation and reporting

If an elector or election official is injured inside or outside of the voting centre, it must be reported to the Voting Centre Manager as soon as possible; any necessary emergency procedure must be enacted; and a control measure should be put in to place to prevent a reoccurrence.

All incidents or accidents that have been reported must be investigated by the Voting Centre Manager as soon as possible after the occurrence. The Voting Centre Manager must work with the affected person to complete an *Incident Notification Form*.

It is a requirement that a copy of the completed form must be forwarded to the VEC Head Office **within 48 hours of the incident being reported**, so it is therefore essential that the form is fully completed as required at the time the incident occurs. If there's been a workplace incident that causes or could have caused serious injury or death and is deemed reportable under the *Occupational Health and Safety Act 2004*, WorkSafe must be notified immediately. This will be actioned by VEC Human Resources, upon receipt of the form.

Please contact your Voting Centre Manager for assistance or further information.

APPENDIX 7: FORMALITY OF BALLOT PAPERS

District

District formality rules are:

- each ballot paper must have a number 1 in, adjacent to, or level with one box
- all boxes should be numbered using the full sequence of numbers as indicated on the ballot paper. The only exception is where one box is left blank and would logically have contained the last preference, i.e. with six candidates, the number 6 may be omitted
- more than one box left blank makes the vote informal
- any duplication or omission of a number from the sequence makes the vote informal
- numbers next to, or on the other side of the names, are acceptable providing the elector's intention is clear
- amendments are acceptable providing the elector's intention is clear. All other marks are to be ignored
- the number '0' (zero) makes the vote informal. It is outside the range of numbers indicated in the instructions on the ballot paper
- poorly formed numbers must be considered in the context of the whole ballot paper and are acceptable if they can reasonably be construed as numbers comprising part of the sequence
- unconventional but recognisable numbers such as continental 1s and 7s are acceptable. Roman numerals are also acceptable if all numbers are clearly represented in this format. Other 'non-English' characters are not acceptable. Numbers may be written one, two, etc., but only in English
- ticks, crosses, As and Bs, etc. are not acceptable as indicators of preference
- a ballot paper that has not been initialled by an election official is not excluded for that reason alone, provided it is printed on VEC official security paper.

ONE	SEVEN
<i>i</i>	<i>vii</i>
<i>1</i>	<i>7</i>
<i>1</i>	<i>7</i>
<i>1</i>	<i>7</i>
<i>I</i>	<i>VII</i>

Examples of recognisable numbering.

Ballot Paper

DISTRICT OF

District Name

Number the boxes 1 to 4 in the order of your choice.

Number every box to make your vote count.

I

CANDIDATE, 1

II

CANDIDATE, 2

III

CANDIDATE, 3

IV

CANDIDATE, 4

FORMAL

Roman numerals are acceptable

Fold the ballot paper and put it in the ballot box or declaration envelope as appropriate.

TRAINING BALLOT PAPER

Victorian Electoral Commission

VEC

Ballot Paper

DISTRICT OF

District Name

Number the boxes 1 to 4 in the order of your choice.

Number every box to make your vote count.

0

CANDIDATE, 1

2

CANDIDATE, 2

1

CANDIDATE, 3

3

CANDIDATE, 4

INFORMAL

The number '0' makes it informal.

Fold the ballot paper and put it in the ballot box or declaration envelope as appropriate.

TRAINING BALLOT PAPER

Victorian Electoral Commission

VEC

Ballot Paper


DISTRICT OF

District Name

Number the boxes 1 to 5 in the order of your choice.

Number every box to make your vote count.

1




CANDIDATE, 1

5

CANDIDATE, 2

2



CANDIDATE, 3

3

CANDIDATE, 4

4

CANDIDATE, 5

FORMAL

The correction is clear.

Fold the ballot paper and put it in the ballot box or declaration envelope as appropriate.

TRAINING BALLOT PAPER

Victorian Electoral Commission

VEC

Ballot Paper

DISTRICT OF

District Name

Number the boxes 1 to 8 in the order of your choice.

Number every box to make your vote count.

6

CANDIDATE, 1

2

CANDIDATE, 2

4

CANDIDATE, 3

1

CANDIDATE, 4

3

CANDIDATE, 5

5

CANDIDATE, 6

7

CANDIDATE, 7

8

CANDIDATE, 8

FORMAL

The numbers are consecutive.

Fold the ballot paper and put it in the ballot box or declaration envelope as appropriate.

TRAINING BALLOT PAPER

Victorian Electoral Commission

VEC

Ballot Paper
DISTRICT OF
District Name

*Number the boxes 1 to 7
in the order of your choice.*

Number every box to make your vote count.

7	CANDIDATE, 1
✓	CANDIDATE, 2
2	CANDIDATE, 3
3	CANDIDATE, 4
4	CANDIDATE, 5
5	CANDIDATE, 6
6	CANDIDATE, 7

INFORMAL
There is no number '1'.

*Fold the ballot paper and put it in the ballot box
or declaration envelope as appropriate.*

TRAINING BALLOT PAPER Victorian Electoral Commission **VEC**

Ballot Paper
DISTRICT OF
District Name

*Number the boxes 1 to 5
in the order of your choice.*

Number every box to make your vote count.

2	CANDIDATE, 1
	CANDIDATE, 2
1	CANDIDATE, 3
	CANDIDATE, 4
	CANDIDATE, 5

INFORMAL
More than one square has been left blank.

*Fold the ballot paper and put it in the ballot box
or declaration envelope as appropriate.*

TRAINING BALLOT PAPER Victorian Electoral Commission **VEC**

Ballot Paper
DISTRICT OF
District Name

*Number the boxes 1 to 4
in the order of your choice.*

Number every box to make your vote count.

3	CANDIDATE, 1
2 4	CANDIDATE, 2
1	CANDIDATE, 3
4	CANDIDATE, 4

FORMAL
The correction is clear.

*Fold the ballot paper and put it in the ballot box
or declaration envelope as appropriate.*

TRAINING BALLOT PAPER Victorian Electoral Commission **VEC**

Ballot Paper
DISTRICT OF
District Name

*Number the boxes 1 to 10
in the order of your choice.*

Number every box to make your vote count.

3	CANDIDATE, 1
5	CANDIDATE, 2
1	CANDIDATE, 3
8	CANDIDATE, 4
7	CANDIDATE, 5
9	CANDIDATE, 6
2	CANDIDATE, 7
6	CANDIDATE, 8
10	CANDIDATE, 9
4	CANDIDATE, 10

FORMAL
In the context of all the other numbers it is clearly the '4' that is in the last box.

*Fold the ballot paper and put it in the ballot box
or declaration envelope as appropriate.*

TRAINING BALLOT PAPER Victorian Electoral Commission **VEC**

Ballot Paper

DISTRICT OF

District Name

Number the boxes 1 to 5 in the order of your choice.

Number every box to make your vote count.

1✓

CANDIDATE, 1

2

CANDIDATE, 2

3

CANDIDATE, 3

4

CANDIDATE, 4

5

CANDIDATE, 5

FORMAL

While there is a tick, the number '1' is clear.

Fold the ballot paper and put it in the ballot box or declaration envelope as appropriate.

TRAINING BALLOT PAPER

Victorian Electoral Commission

VEC

Ballot Paper

DISTRICT OF

District Name

Number the boxes 1 to 5 in the order of your choice.

Number every box to make your vote count.

3

CANDIDATE, 1

1

CANDIDATE, 2

2

CANDIDATE, 3

5

CANDIDATE, 4

--

CANDIDATE, 5

INFORMAL

The sequence has been discontinued between '3' and '5' (there is no '4' indicated).

Fold the ballot paper and put it in the ballot box or declaration envelope as appropriate.

TRAINING BALLOT PAPER

Victorian Electoral Commission

VEC

Ballot Paper

DISTRICT OF

District Name

Number the boxes 1 to 4 in the order of your choice.

Number every box to make your vote count.

4

CANDIDATE, 1

3

CANDIDATE, 2

2

CANDIDATE, 3

1

CANDIDATE, 4

FORMAL

The third number is '2' as the second is clearly a three.

Fold the ballot paper and put it in the ballot box or declaration envelope as appropriate.

TRAINING BALLOT PAPER

Victorian Electoral Commission

VEC

Ballot Paper

DISTRICT OF

District Name

Number the boxes 1 to 4 in the order of your choice.

Number every box to make your vote count.

4

CANDIDATE, 1

2

CANDIDATE, 2

2

CANDIDATE, 3

1

CANDIDATE, 4

INFORMAL

The second and third number cannot be distinguished.

Fold the ballot paper and put it in the ballot box or declaration envelope as appropriate.

TRAINING BALLOT PAPER

Victorian Electoral Commission

VEC

Region

A Region vote can be made in one of two ways:

- by showing a preference in one of the squares above-the-line on the ballot paper
- by showing a number 1 and continuing preferences up to at least 5 opposite candidates' names below-the-line on the ballot paper.

Formality above-the-line

Ballot papers are formal if:

- the number one appears by itself in a single square
- a single tick, cross, or mark (of any kind) or “yes” (or similar) appears in a single square and the voter’s intention is clear
- more than one preference, commencing with the number 1, appears (the preferences after number 1 are ignored)
- more than one preference appears, but one is the number 1 and any other marks are crossed out as mistaken attempts to mark a preference.

The number one, a tick, cross, mark, or more than one preference must be placed above-the-line for the ballot paper to be formal as an above-the-line ballot paper.

Formality below-the-line

Ballot papers are formal if at least the numbers 1 to 5 appear in sequential order.

Alterations made to numbers or numbers placed outside the boxes do not make a ballot paper informal, providing the elector’s intention is clear.

Informality above-the-line

Ballot papers marked only above-the-line are informal if:

- the number 1 appears more than once
- the number 1 and a tick appear in different boxes
- the number 1 and a cross appear in different boxes
- a tick and a cross appear in different boxes
- a tick or a cross and a mark appear in different boxes
- a tick appears more than once in different boxes
- a cross appears more than once in different boxes
- a mark appears more than once in different boxes
- a single number other than the number 1 appears above-the-line (elector’s intention unclear)
- the elector’s intention to record a single preference above-the-line is not clear.

Informality below-the-line

Ballot papers marked only below-the-line are informal if:

- the number 1 does not appear against any candidate's name (a tick or a cross is not acceptable as an indicator of preference below-the-line on a Region ballot paper)
- any of the numbers 1 to 5 are repeated against two or more candidates' names
- any of the numbers between 1 and 5 are missing.

As long as the numbers 1 to 5 are sequential, mistakes in numbering outside this range do not make the ballot paper informal

Ballot papers marked both above- and below-the-line

Where an elector has marked both above and below-the-line, the ballot paper is treated as follows:

- when both above and below are formal, below-the-line is used for counting
- when only one part is formal, the formal part is used for counting
- when both above and below are informal, the ballot paper is informal.

Other Region formality rules

Other general formality rules are:

- amendments are acceptable providing the elector's intention is clear
- poorly formed numbers must be considered in the context of the whole ballot paper and are acceptable if they can reasonably be construed as numbers comprising part of the sequence
- unconventional but recognisable numbers such as continental 1s and 7s are acceptable. Roman numerals are also acceptable if all numbers are clearly represented in this format. Other 'non-English' characters are not acceptable. Numbers may be written one, two, etc., but only in English
- a ballot paper that has not been initialled by an election official is not excluded for that reason alone provided it is printed on VEC official security paper.

ONE	SEVEN
<i>i</i>	<i>vii</i>
<i>1</i>	<i>7</i>
<u><i>1</i></u>	<i>7</i>
<i>1</i>	<i>7</i>
<i>I</i>	<i>vii</i>

Examples of recognisable numbering.

<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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[illegible]

Formal: A first preference appears above-the-line. The numbers after 1 are ignored.

					✓		
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					1			Ungrouped
					2			4
					3			
								5

Formal: Both above and below-the-line are formal – use below-the-line for the count.

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Formal: The below-the-line section is formal. At least the numbers 1 to 5 appear.

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1	6	8	11	<input type="checkbox"/>	13	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Ungrouped
2	7	9	<input type="checkbox"/>	12	14	18	<input type="checkbox"/>	<input type="checkbox"/>	
3		10	<input type="checkbox"/>		15	19	<input type="checkbox"/>	20	
4			<input type="checkbox"/>		16			<input type="checkbox"/>	
5					17			<input type="checkbox"/>	

Formal: The above-the-line section is formal and the below-the-line section is formal – both a 1 and a cross appear. A cross is not an indicator of preference below-the-line so it is ignored. Use below-the-line for the count.

								
								Ungrouped

Formal: The elector has made a mark in a single box above-the-line

								Ungrouped
1	6		1	2	1		3	
2	7		2	1	3		2	
3			3		4		1	
4			4		2			
5					5			

Informal: The numbers 1 to 5 appear more than once below-the-line.

Informal: Elector's intention is not clear.

Formal: A single mark appears above-the-line. Marks outside the box are ignored.

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<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>					

[illegible]

Formal: The elector's intention is clear.

Damaged ballot papers

Election officials from time to time may come across ballot papers that have been torn or cut. Where ballot papers are cut or torn during processing by an election official, and the different parts can be identified beyond doubt as having originated from the same ballot paper, officials will tape the pieces and count as one ballot paper.

Where an official can determine an elector had access to all candidate and party information on the ballot paper when recording their preferences, such a ballot paper can be ruled 'formal' if all formality requirements have otherwise been met. If from the intact part the official can determine that the elector had access to the names of all candidates, their affiliations and, in the case of the Legislative Council (Region ballot papers) their locality, then look at the formality requirements.

In situations where the ballot paper has been torn across one of the boxes for recording preferences, the ballot paper may still be deemed formal if the preference recorded in the box can be determined. See the following examples for illustrations of these principles.

Damaged District ballot papers

Ballot Paper
DISTRICT OF
District Name

Number the boxes **1 to 10**
in the order of your choice.
Number every box to make your vote count.

3	CANDIDATE, 1
5	CANDIDATE, 2
1	CANDIDATE, 3
8	CANDIDATE, 4
7	CANDIDATE, 5
9	CANDIDATE, 6
2	CANDIDATE, 7
6	CANDIDATE, 8
10	CANDIDATE, 9
4	CANDIDATE, 10

Fold the ballot paper and put it in the ballot box or declaration envelope as appropriate.

TRAINING BALLOT PAPER Victorian Electoral Commission VEC

Formal: All the preferences are discernable.

Ballot Paper
DISTRICT OF
District Name

Number the boxes **1 to 10**
in the order of your choice.
Number every box to make your vote count.

3	CANDIDATE, 1
5	CANDIDATE, 2
1	CANDIDATE, 3
8	CANDIDATE, 4
7	CANDIDATE, 5
9	CANDIDATE, 6
2	CANDIDATE, 7
6	CANDIDATE, 8
10	CANDIDATE, 9
	CANDIDATE, 10

Fold the ballot paper and put it in the ballot box or declaration envelope as appropriate.

TRAINING BALLOT PAPER Victorian Electoral Commission VEC

Informal: The number 4 is missing and the official cannot be sure that it existed.

Ballot Paper
DISTRICT OF
District Name

Number the boxes **1 to 10**
in the order of your choice.
Number every box to make your vote count.

3	CANDIDATE, 1
5	CANDIDATE, 2
1	CANDIDATE, 3
8	CANDIDATE, 4
7	CANDIDATE, 5
9	CANDIDATE, 6
2	CANDIDATE, 7
6	CANDIDATE, 8
10	CANDIDATE, 9
4	CANDIDATE, 10

Fold the ballot paper and put it in the ballot box or declaration envelope as appropriate.

TRAINING BALLOT PAPER Victorian Electoral Commission VEC

Formal: As long as the paper can be identified as being printed by the VEC the removal of the official's initials does not make the ballot paper informal.

Damaged Region ballot papers

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1	6	8	11	<input type="checkbox"/>	13	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2	7	9	<input type="checkbox"/>	12	14	18	<input type="checkbox"/>	<input type="checkbox"/>
3		10	<input type="checkbox"/>		15	19	<input type="checkbox"/>	20
4			<input type="checkbox"/>		16		<input type="checkbox"/>	<input type="checkbox"/>
5					17		<input type="checkbox"/>	<input type="checkbox"/>

Ungrouped

Formal: formal below-the-line. All the squares below are visible, even though the paper is damaged.



Victorian Electoral Commission

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